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# MAINE STATE GOVERNMENT ANNUAL REPORT

## 1982-1983

**A Compilation of
Annual Reports of
State Departments and Agencies**

*Published at*
**Augusta, Maine
1983**

*Compiled and edited by the*
**Department of Finance and Administration,**
**Bureau of the Budget**

Printed Under Appropriation Number 75090-000-4929

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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

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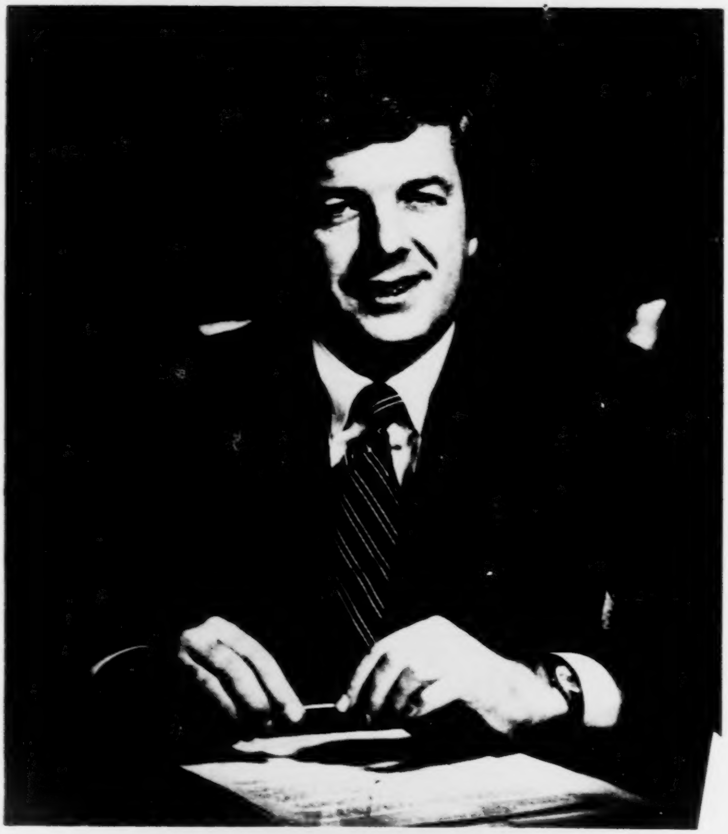
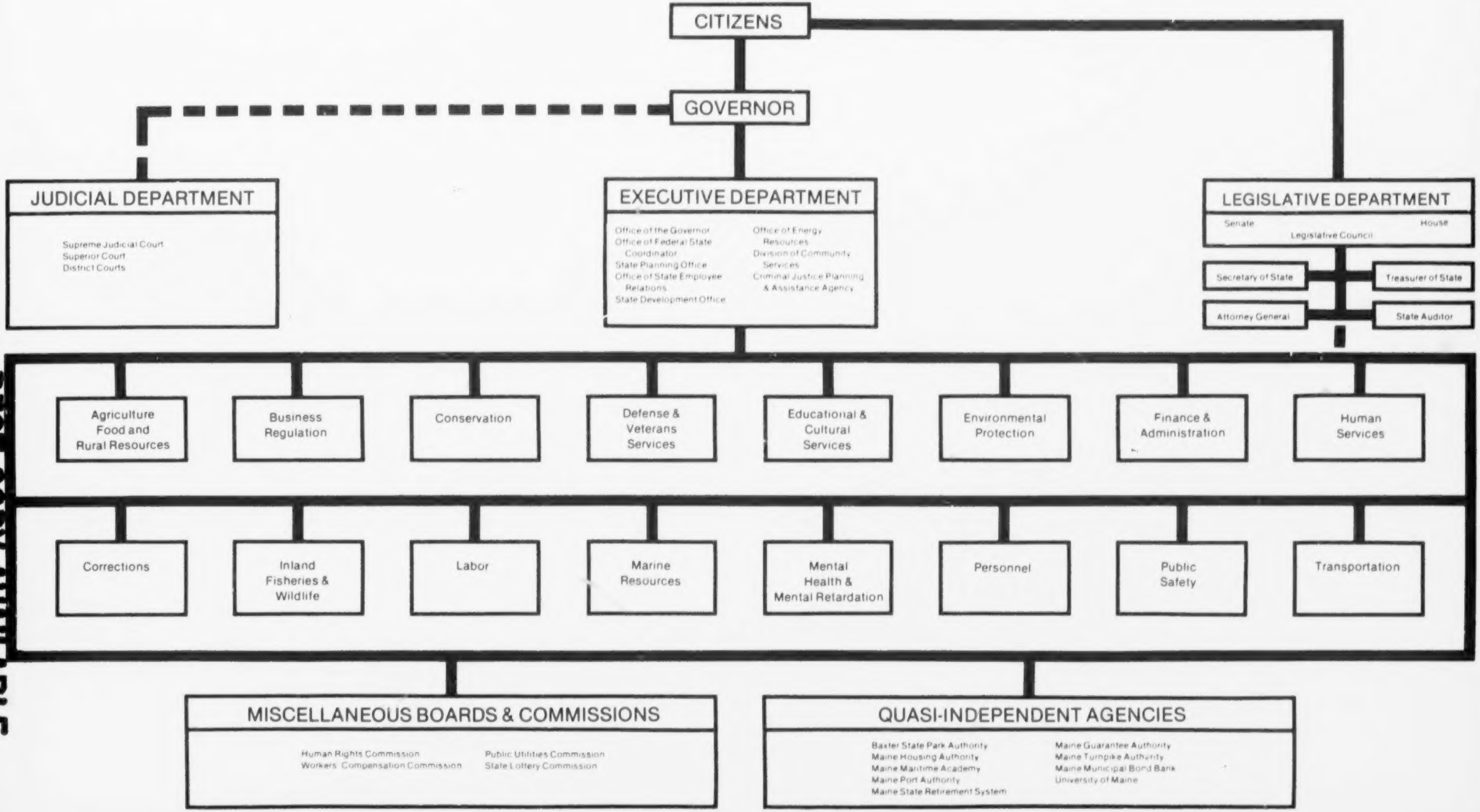


**Joseph E. Brennan**
**Governor of Maine**

# STATE OF MAINE
# ORGANIZATION CHART OF STATE GOVERNMENT
## Based on Elective or Appointive Line of Authority

**Major State Agencies**



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# FOREWORD

The *Maine State Government Annual Report* is compiled and published by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, Chapter 3, Sections 43-46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biannual reports independently published by State departments and agencies, and it establishes a new accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

This *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report. The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basic elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance to the serious reader.

**IDENTIFICATION SUMMARY.** This section "headlines" the report of each agency and serves to identify the agency, its executive officers, central office location and telephone number. Specific items appearing in the agency heading, which may require some interpretation, include the following:

**Established:** This is usually the year in which the agency was created as a statutory or administrative entity, despite a subsequent change of name. If at some point in time, the agency experienced a major reorganization in terms of administrative structure, purposes or functions, the year in which this occurred is considered the year established.

**Sunset Review Required by, or, Sunset Termination Scheduled to Start by:** This date is established by the "Maine Sunset Act" found in 3 MRSA Section 501-511. It is assumed that such review, or scheduled start of termination has been, or will be, implemented as of the date which appears in the Act. As dates in the Act are repealed, replaced or amended by the Legislature, this data element will reflect such change.

**Reference:**

*Policy Area.* There are 8 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the Maine State Government Annual Report, the State Budget Document, and the Maine State Government Reference Manual is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation.

Each of the 8 Policy Areas has been assigned a name and a 2-digit number as follows:

00 General Government
01 Economic Development
02 Education and Culture
03 Human Services
04 Manpower
05 Natural Resources
06 Public Protection
07 Transportation

*Umbrella.* In order to make the list of some 470 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each State *Department, the (Office of) Commissioner of Personnel, the Public Utilities Commission, Maine Maritime Academy, and the Board of Trustees University of Maine* was assigned a different *2 digit number* and each unit which was, by law, determined to be a part of one of these was assigned to *that* 2 digit "umbrella" number. Thus all units carrying an "01" *in front of their 3 digit unit number* are part of the Department of Agriculture, for example.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

01 Department of Agriculture, Food and Rural Resources
02 Department of Business Regulation
03 Department of Corrections
04 Department of Conservation
05 Department of Educational and Cultural Services
06 Department of Environmental Protection
07 Executive Department
08 Department of Finance and Administration
09 Department of Inland Fisheries and Wildlife
10 Department of Human Services
12 Department of Labor
13 Department of Marine Resources
14 Department of Mental Health and Mental Retardation
15 Department of Defense and Veterans Services
16 Department of Public Safety
17 Department of Transportation
26 Department of Attorney General
27 Department of Audit
28 Treasury Department
29 Department of The Secretary of State
30 Legislative Department
40 Judicial Department
60 (Office of) Commissioner of Personnel
65 Public Utilities Commission
75 Maine Maritime Academy
78 Board of Trustees University of Maine

b) The many independent units—*not* a part of the umbrellas listed above—were assigned *to one of 5 two digit umbrella numbers* which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella "90" identifies those that "Regulate", "92" those that "Advise", etc.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

90 Independent Agencies—Regulatory
92 Independent Agencies—Advisory
94 Independent Agencies—Other
98 Independent Agencies—Interstate Compact
99 Independent Agencies—Not Part of State Government

*Unit*. Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *three (3) digit number*. Each unit created by Legislative Order, by Judicial Order, by Executive Order of the Governor—or, in a few cases, by other acceptable authority—has been assigned its *parent's 3 digit unit number* PLUS *a letter*.

*Unit Citation*. Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

**Average Count—All Positions** and **Permanent Legislative Count.** One, both or neither of these items may appear in the heading, depending on whether or not the information was provided in the agency's original report. Where neither are included, the agency generally has no paid employees. The *Average Count—All Positions* as reported by the agency is the average count of employees on the payroll of the agency, paid out of any and all funds. The *Permanent Legislative Count*, where applicable, is the number of permanent positions reported by the agency as authorized to it in the Appropriation Acts, passed by the Legislature for the time frame covered by this Report. In general, an average count which exceeds Legislative count may usually be attributed to contractual or federally-funded positions which do not require Legislative approval.

**Organizational Units.** Listed under this heading are all organizational units, both statutorily and administratively-created, which are an integral part of the agency. Most of these organizational units are either discussed in the accompanying text or are presented separately in a successive report.

**PURPOSE:** This is a brief expression of the agency's overall objective, purpose or mission. Any revision was based insofar as possible on the original statement of the agency as contained in its report but modified to make the sentence structure more continuous. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of any agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

**ORGANIZATION.** It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government in an effort to minimize confusion caused by name-changing, establishment, abolishment, transfer and merger of agencies and their subdivisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other, just recently, in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964,* as amended, the *Public Laws of the State of Maine,* and *Agencies of Government, State of Maine, 1820-1971,* published by the Maine State Archives.

**PROGRAM.** Although the identification, administration and organization of State agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental. It is intended that the program of each agency be reproduced essentially as authorized in its original report; however, various standard editing policies have become necessary. Material presented in an outline or catalogue format was rewritten in narrative form; reference to particular personalities and strong editorial comment were deleted as were vigorous pleas for increased funding and additional personnel; acronyms were researched and, wherever possible, their representations substituted; abbreviated or improper agency and institution names were corrected; and other grammatical and remedial changes were made as necessary to promote maximum clarity and readability and maintain a factual, objective approach without altering the context of the original material.

At the departmental level, the program summary generally consists of a broad review of overall departmental activity, with details provided in the reports of component organizational units which follow. Several departments are unique in that they embrace a number of somewhat autonomous units under the general administrative direction of an executive head. In such instances, the department's program summary may be comprised solely of the reports of its component units.

**LICENSES, PERMITS, ETC.:** Many state agencies issue licenses, permits, registrations or certificates. This heading is an attempt to assemble such information in a broad-interest document.

**PUBLICATIONS.** This section provides an opportunity for an agency to make known additional information concerning its programs and products, by listing its available publications.

**FINANCES, FISCAL YEAR.** Financial data relating to agency operations during the past fiscal year displays all agency expenditures by category and type of fund.

This data is generated from the Bureau of Budget's computer-based *PLA-BAC* system supplemented by data not included in the State's accounting system or not carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine and the Maine Maritime Academy. Data relating to enterprise-type accounts reflects only those expenditure elements which are included in the work program process.

Expenditures of the agency are indicated by fund and line category detail in general accordance with the State's accounting system. Some categories are split and some are combined in an effort to meet what is interpreted to be the intent of the Annual Report law.

The chief administrative unit of each department-type umbrella will have two financial displays: one which records the summary of all expenditures for the umbrella; and one for those expenditures relevant only to the operation of the chief administrative unit.

Since the *PLA-BAC* system deals with "rounded" whole dollars some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

● ● ● ●

This *Maine State Government Annual Report* is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and intent of the law and in the interests of promoting greater comprehension of the workings of the State Government and its responsibility and responsiveness to the public it serves. How closely this report achieves these objectives is left to the judgement of those who will use it.

THE EDITOR

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# GUIDE TO ORGANIZATIONAL UNIT CHANGES:
## Abolishment, Creation, or Renaming

Organizational units of Maine State Government are not static entities. As time passes decision-makers readjust unit structures to reflect new missions, or the completion of a unit's usefulness. Thus, some units are dissolved or become inactive, and others are created, renamed, or occasionally, combined. Hopefully the following listings will aid in tracing the organizational lives of those recently altered units, and through the umbrella/unit number provide the key for background research in previous documents.

**Organizational Units Recently Abolished.** The repeal of an authorizing or creating citation does not necessarily imply that the performance of a unit's functions and responsibilities have ceased altogether. Several actions could have transpired. For examples, the services may still be performed by administrative direction, or the Legislature may have reassigned the functions.

Still other units may have been created with an established life span as a component of their authorizing legislation.

**Organizational Units Which Were Inactive During the Report Period.** These units, though inactive during the reporting period, are listed in the index and table of contents. The data included in the report section will be limited to directory information.

**Organizational Units Whose Names Have Been Changed.** These units will be in the Index by the new name, umbrella and unit number.

**Organizational Units Which Have Been Recently Created.** These units will be included in this section if the unit became operational during the report year; or if it was created during the year but did not become effective until the following fiscal year (90 days after the close of the Legislative session for example.)

The following listings are irrespective of the Sunset Law which has established termination and/or review dates for the majority of Maine State Government units. The assigned Sunset date will be found in the heading of each unit as appropriate.

# ABOLISHED ORGANIZATIONAL UNITS

| *UM-Unit* | *Name* | *Act* | *Citation* |
|---|---|---|---|
| 144T | Bureau of Administration (HS) | (Department Decision) | 22 MRSA, Sec. 1 |
| 168D | Administrative Services Division (CETA) | (Executive Order #9, FY 84) | FY 80, Exec. Order 1 |
| 096S | Office of Administrative Services (DEP) | (Department Decision) | 38 MRSA, Sec. 342 |
| 102E | Governor's Advisory Committee on Coastal Development and Conservation | (Executive Memo) | FY 76, Exec. Order 10 |
| 058C | Division of Community Forestry | Administratively merged with the Division of Forest Management | |
| 058P | Division of Planning and Development | | |
| 417 | Joint Select Committee on Decommissioning of Nuclear Generation Facilities | (Reported) | P&SL 1979, Ch. 59 |
| 137E | Engineering Division | Administratively combined into Land Acquisition and Development Div. (IF & W) | |
| 137R | Realty Division | | |
| 102D | Governor's Citizen Commission to Evaluate the Department of Environmental Protection | (Executive Memo) | FY 81, Exec. Order 10 |
| 144H | Office of Health and Medical Services (HS) | (Department Decision) | 22 MRSA, Sec. 251 |
| 410 | Committee to Monitor Implementation of the Juvenile Code | (Completed Work) | 15 MRSA, Sec. 3601 |
| 168N | State Manpower Planning Council | (Executive Order #9, FY 84) | FY 80, Exec. Order 1 |
| 060A | Maine Marine Resource Commission | (Inactive) | 1973 Legis. Order 654 |
| 403 | Probate Law Revision Commission | (Completed Work) | P&SL 1973, Ch. 126 |
| 144P | Office of Special Projects (HS) | (Department Decision) | 22 MRSA, Sec. 1 |

## NEWLY CREATED OR RENAMED ORGANIZATIONAL UNITS

| *UM-Unit* | *Name* | *Citation* |
|---|---|---|
| 30-269 | Legislative Apportionment Commission | P & SL 1983, Ch. 3 |
| 92-451 | Board of Visitors—Augusta Mental Health Institute | 34 MRSA, Sec. 41 |
| 92-449 | Board of Visitors—Maine Correctional Center | 34 MRSA, Sec. 41 |
| 92-452 | Board of Visitors—Pineland Center | 34 MRSA, Sec. 41 |
| 92-450 | Board of Visitors—State Prison | 34 MRSA, Sec. 41 |
| 92-448 | Board of Visitors—Maine Youth Center | 34 MRSA, Sec. 41 |

# INACTIVE UNITS

| *Um-Unit* | *Name* | *Citation* |
|---|---|---|
| 01-020 | Maine Agricultural Bargaining Board | 13 MRSA, 1956 |
| 10-161 | Governor's Committee on Children and Youth | P & SL 1975, Ch. 90 |
| 30-316 | Maine State Compensation Commission | 3 MRSA, 2A |
| 29-258 | Advisory and Review Board on Driver Licensing and Vehicle Registration | 29 MRSA, 2246 |
| 94-319 | Board of Emergency Municipal Finance | 30 MRSA, 5301 |
| 04-068 | Maine Forest Authority | 12 MRSA, 1701 |
| 92-418 | Ground Water Protection Commission | P & SL 1979, Ch. 43 |
| 30-273 | Commission on Intergovernmental Relations | 3 MRSA, 271 |
| 98-394 | New England Interstate Planning Commission | 10 MRSA, 304 |
| 94-404 | Mining Excise Tax Trust Fund Board of Trustees | 5 MRSA, 453 |
| 02-387 | Penobscot Bay and River Pilotage Commission | 38 MRSA, 89 |
| 92-406 | Advisory Committee on Maine Public Broadcasting | 20 MRSA, 2601 |
| 02-036 | State Running Horse Racing Commission | 8 MRSA, 321 |
| 92-427 | Sterilization Procedures Review Committee | 34 MRSA, 2487 |
| 92-301 | Advisory Committee on State Telecommunications | 5 MRSA, 350 |
| 04-065 | Maine Trails System Advisory Committee | 12 MRSA, 602 |

## UNITS THAT DID NOT SUBMIT AN INDIVIDUAL REPORT

| *Um-Unit* | *Name* | *Citation* |
|---|---|---|
| 30-262L | Office of the Clerk of the House<br>See the House of Representatives report. | 3 MRSA, 42 |
| 07-102V | Maine Consumer Coordinating Council | Exec. Order 4, FY 81 |
| 05-071D | Office of the Deputy Commissioner (Education)<br>See Departmental report. | 20 MRSA, 1B |
| 05-092 | Maine Education Council<br>See Education Commission of the States. | 20 MRSA, 2921 |
| 30-366 | Maine Forest Fire Control Study Commission | PL 1981, Ch. 705 |
| 05-089H | Bureau of Historic Preservation<br>See Maine Historic Preservation Commission. | 27 MRSA, 505 |
| 30-272 | Commission on Interstate Cooperation | 3 MRSA, 201 |
| 10-144L | Office of Legal Services (Human Services)<br>See the Attorney General's report. | 22 MRSA, 2 |
| 30-267I | Legislative Information Office<br>See the Office of the Director of Legislative Research. | 3 MRSA, 164 |
| 30-300 | Maine-Canadian Legislative Advisory Commission | 3 MRSA, 227 |
| 30-261P | Office of the President of the Senate<br>See the Senate report. | 3 MRSA, 2 |
| 30-261S | Office of the Secretary of the Senate<br>See the Senate report. | 3 MRSA, 22 |
| 30-262S | Office of the Speaker of the House<br>See the House of Representatives report. | 3 MRSA, 2 |
| 30-271 | Commission on Uniform State Laws | 3 MRSA, 241 |

# BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE

**COLBURN W. JACKSON, CHAIRMAN**
**JO A. GILL, EXECUTIVE DIRECTOR**

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3626
*Mail Address:* Statehouse Sta. #114, Augusta, Maine 04333
*Established:* 1968 *Sunset Termination Scheduled to Start by:* June 30, 1989
*Reference: Policy Area:* 00; *Umbrella:* 94; *Unit:* 352; *Citation:* 5 M.R.S.A., Sect. 285-286
*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** The Board of Trustees, Group Accident and Sickness or Health Insurance, was established to administer the State employees' insurance program.

**ORGANIZATION:** The Board of Trustees, established in 1968, consists of six members. Two members are appointed by the Maine State Employees Association; one retired State employee is selected by the presidents of the chapters of the Retired State Employees Association; two State employees are appointed by the Governor; and the Commissioner of the Department of Finance and Administration serves as an ex officio member. The Commissioner holds the master policies.

**PROGRAM:** The Board of Trustees awarded contracts to Blue Cross and Blue Shield of Maine for basic health care coverage and to Union Mutual Life Insurance Company for major medical coverage for the policy year ending April 30, 1984.

**PUBLICATIONS:** "Your Health Care Benefits And How To Use Them." (free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF TRUSTEES GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 28,970 | | 28,970 | | | |
| Health Benefits | 1,166 | | 1,166 | | | |
| Retirement | 5,435 | | 5,435 | | | |
| Other Fringe Benefits | 189 | | 189 | | | |
| Other Contractual Service | 19,639 | | 19,639 | | | |
| Commodities | 593 | | 593 | | | |
| Equipment | 124 | | 124 | | | |
| **TOTAL EXPENDITURES** | 56,116 | | 56,116 | | | |

# MAINE COMMITTEE ON AGING

**MARGARET RUSSELL, ACTING CHAIRPERSON**
**ROMAINE M. TURYN, Staff Director**

*Toll Free* 1-800-452-1912
*Central Office:* Augusta Plaza, Augusta *Telephone:* 289-3658
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* August 8, 1953 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 159; *Citation:* 22 M.R.S.A., Sect. 5108

*Average Count—All Positions:* 5 *Legislative Count:* 4

**PURPOSE:** It is the goal of the Maine Committee on Aging to assist the elderly of the State of Maine to have access to an adequate income in retirement, the best physical and mental health possible, without regard to economic status; suitable housing, full restorative services for those who require institutional care; opportunity for employment; retirement in health, honor and dignity; and efficient community services.

**ORGANIZATION:** The Maine Committee on Aging was created by Chapter 176 of the Private and Special Laws of 1953 and was reactivated every two years after 1953, with the exception of the 103rd Legislature. Chapter 630 of the Public Laws of 1973 established a permanent Committee on Aging. In 1974 Section 5108 of Title 22 of the Revised Statutes, as enacted by Section 1 of Chapter 630 of the Public Laws of 1973, was repealed and replaced by Section 5108, Chapter 793, of the Public Laws of 1974.

In 1981, the Committee's legislation was amended to provide for confidentiality and access to resident records of the Committee's Ombudsman Program (PL 1981, Chapter 72). The Legislature further amended the Committee's legislation in 1982, PL. 1981, Chapter 703, by making it an independent advisory committee located outside the Department of Human Services.

**PROGRAM:** The Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 193,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation and meals, but also with expanding the strengths and potentials of the old in improving the quality of life for all Maine citizens throughout their lifelong aging process. The Committee is interested in improving public understanding of aging and establishing a recognition of the values of the old in education, government, business, and daily life, not only traditionalized human services.

Since July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, has received a grant ($36,000 FY 83) from the Administration on Aging to administer a Nursing and Boarding Home Ombudsman Program, pursuant to legislative authority to investigate resident complaints in these facilities (22 MRSA 5112). The statewide program follows up on complaints made by residents or on their behalf; researches issues and policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Department of Human Services, and area agencies on aging to assist in meeting those identified needs. A grant from the Administration on Aging funds a full time Ombudsman. The program has 23 volunteer ombudsman aides and may empower up to 25 volunteer ombudsman aides statewide.

The Committee's research assistant devotes half-time to investigating issues in long term care and advocating for appropriate changes with state and federal agencies and the long term care profession. Throughout the past fiscal year, the program investigated approximately 501 complaints and participated in several major long term care education programs.

Pursuant to 22 MRSA, §5112, the Maine Committee on Aging and the Bureau of Maine's Elderly co-sponsor a two-day Blaine House Conference on Aging in Augusta during October which is attended by 400 elderly delegates. As a result of this conference, resolutions were passed dealing with recommendations for legislative and administrative changes to benefit older people.

The following major pieces of legislation were enacted as a result of Committee proposals: increased funding, at a $4 million level, in the Part II budget for the Home Based Care Program; L.D. 15 *An Act to Eliminate the Requirement that Persons over 75 Years of Age Take Periodic Driving Tests;* L.D. 1546 *An Act to Authorize Court Appointed Receivers;* L.D. 456 *An Act to Provide Funds to an Elderly Legal Services Program;* L.D. 1391 *An Act to Require Hospitals to Provide Itemized Bills Upon Request;* L.D. 1542 *An Act to Require Physicians, Chiropractors and Podiatrists to Post Their Policy Regarding their Acceptance of Medicare Assignment.*

Throughout the year, the Committee held meetings on the third Monday of each month. Subcommittees met more frequently, particularly the five-member Technical Review Subcommittee, which reviewed all proposals for funding elderly related programs under the Older Americans Act, and, in cooperation with the Maine Human Services Council, reviews elderly related proposals under Title XX of the Social Security Act and the Priority Social Services Program. Minutes of all meetings are on file and available to the public.

The Committee also formed an Ad Hoc Committee on Health Care Costs which has met monthly since September, 1981. This Committee studied and supported the Hospital Cost Containment Bill enacted by the 111th Legislature.

Throughout the year, the Committee conducts meetings and seminars with senior citizen groups and other interested groups. The Committee also conducted meetings statewide with the five Task Forces on Aging to determine the interests and priorities for the 1982 Blaine House Conference on Aging and the 111th Legislature.

## LICENSES, PERMITS, ETC.

The Committee empowers 25 citizens to enter onto the premises of Maine's nursing and boarding homes to follow up on resident complaints.

## PUBLICATIONS:

Over 60: A Progress Report (on location use only)

A Consumer's Guide to Maine Nursing Homes (free)

Informational pamphlet on Nursing and Boarding Home Ombudsman Program, available in English or French (free)

1980 Blaine House Conference on Aging: A Report of Proceedings and Recommendations

Maine Elderly Opinions: Responses to a Questionnaire, February, 1982

Maine Elderly Abuse Survey, April, 1981

Proceedings from Health Care Cost Public Hearings, April, 1982

1982 Blaine House Conference on Aging: A Report of Proceedings and Recommendations

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit, amounted to $121,600 in FY 83.

# DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**STEWART N. SMITH, COMMISSIONER**
**DANIEL HARLAN, Deputy**

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3871
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1852 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001; *Citation:* 7 M.R.S.A., Sect. 1

*Average Count—All Positions:* 244 *Legislative Count:* 99.5

*Organizational Units:*

- Administrative Services Divisions
- Bureau of Agricultural Marketing
  - Division of Market Development
  - Division of Grading Services
  - Maine Potato Commission
  - Maine Dairy and Nutrition Council
  - Maine Dairy Promotion Board
  - Maine Potato Marketing Committee
  - Maine Agricultural Bargaining Board
- Bureau of Agricultural Production
  - Division of Poultry and Livestock
  - Division of Plant Industry
    - (Office of) State Horticulturist
  - Seed Potato Board
  - State Board of Veterinary Medicine
- Bureau of Agricultural and Rural Resources
  - Division of Resource Development
  - Board of Pesticides Control
  - State Harness Racing Commission
  - State Soil and Water Conservation Commission
    - (Office of) Inspector of Dams
- Bureau of Public Services
  - Division of Regulation
    - (Office of) Sealer of Weights and Measures
  - Division of Animal Welfare
  - Animal Welfare Advisory Board
  - Maine Milk Commission
  - Office of Public Information

**PURPOSE:** The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture through the conservation and improvement of the soil and cropland of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the sound development of the natural resources of the State.

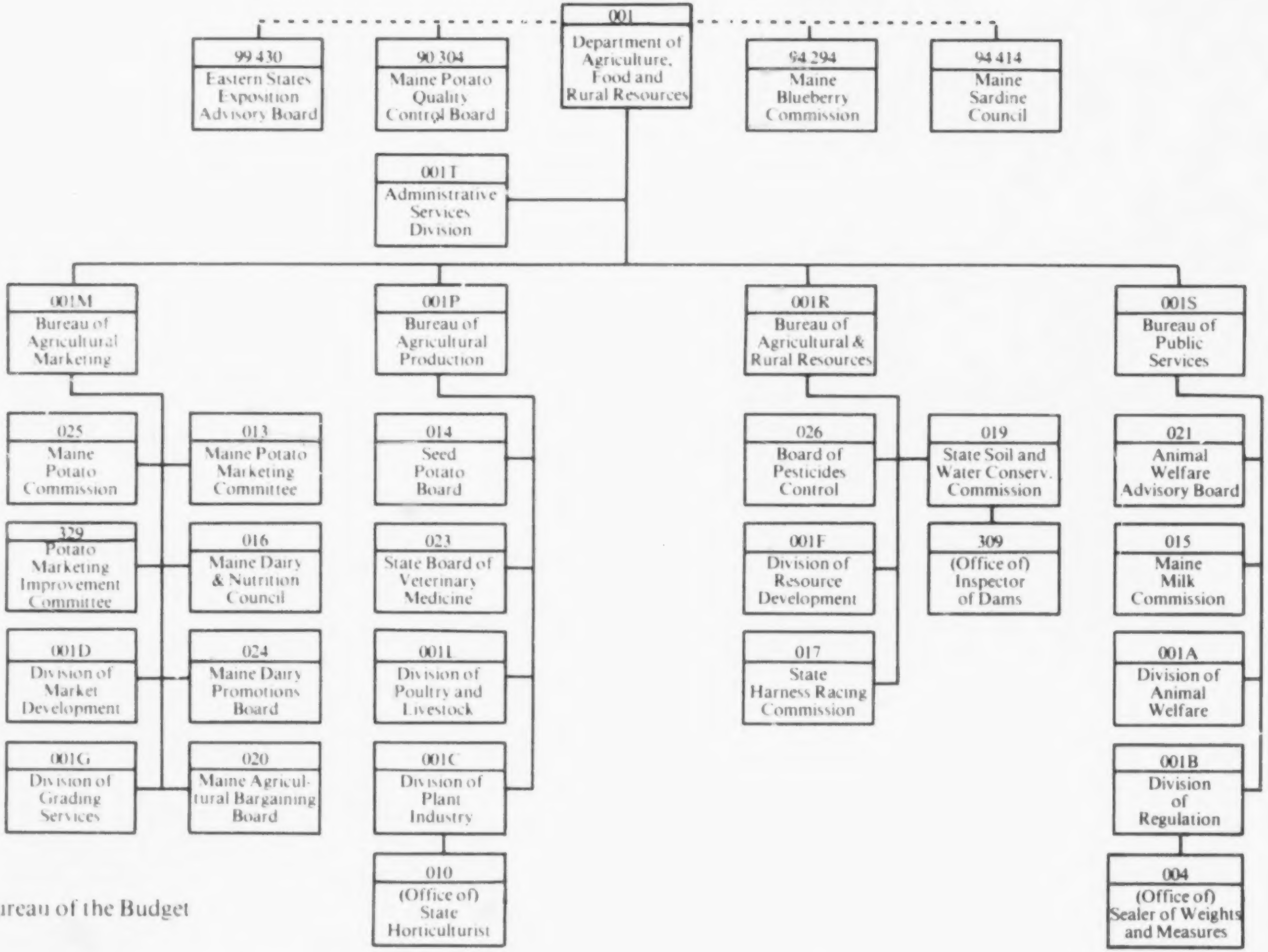
The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and promote the use of such products; to inspect agricultural products, and the premises and conveyors on which such products are stored, handled or processed, and issue certificates of inspection; to grant licenses and permits; to collect fines and legal and usual fees; to hold hearings for the purpose of obtaining essential information; to establish, promulgate and maintain a full record of necessary regulations, and provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register pesticides and license their use; to investigate and prosecute cases of cruelty to animals; to administer the agricultural bargaining law; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

**ORGANIZATION:** The State Board of Agriculture was created in 1852 and continued as a Board until 1901 when the Department of Agriculture was established and the position of Commissioner of Agriculture was created.

Concurrent with the Board was the establishment of a State Cattle Commissioner in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now Board of Veterinary Medicine) was created in 1905.

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective July 1980, changed the department's name to the Department of Agriculture, Food and Rural

# ORGANIZATIONAL CHART
# DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES
# UMB 01


001 Department of Agriculture, Food and Rural Resources
99 430 Eastern States Exposition Advisory Board
90 304 Maine Potato Quality Control Board
94 294 Maine Blueberry Commission
94 414 Maine Sardine Council
001T Administrative Services Division
001M Bureau of Agricultural Marketing
025 Maine Potato Commission
013 Maine Potato Marketing Committee
329 Potato Marketing Improvement Committee
016 Maine Dairy & Nutrition Council
001D Division of Market Development
024 Maine Dairy Promotions Board
001G Division of Grading Services
020 Maine Agricultural Bargaining Board
001P Bureau of Agricultural Production
014 Seed Potato Board
023 State Board of Veterinary Medicine
001L Division of Poultry and Livestock
001C Division of Plant Industry
010 (Office of) State Horticulturist
001R Bureau of Agricultural & Rural Resources
026 Board of Pesticides Control
019 State Soil and Water Conserv. Commission
001F Division of Resource Development
309 (Office of) Inspector of Dams
017 State Harness Racing Commission
001S Bureau of Public Services
021 Animal Welfare Advisory Board
015 Maine Milk Commission
001A Division of Animal Welfare
001B Division of Regulation
004 (Office of) Sealer of Weights and Measures

Approved by Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

|  | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** |  |  |  |  |  |  |
| Salaries and Wages | 3,548,139 | 1,762,411 | 1,104,873 |  | 378,767 | 302,088 |
| Health Benefits | 147,961 | 67,694 | 49,963 |  | 16,749 | 13,555 |
| Retirement | 554,969 | 272,205 | 175,268 |  | 59,351 | 48,145 |
| Other Fringe Benefits | 24,576 | 12,304 | 8,315 |  | 2,331 | 1,626 |
| Computer Services—State | 6,441 | 2,246 | 1,260 |  | 2,935 |  |
| Other Contractual Service | 1,730,388 | 810,099 | 699,173 |  | 62,817 | 158,299 |
| Rents | 37,786 | 11,985 | 18,607 |  | 250 | 6,944 |
| Commodities | 327,122 | 76,750 | 75,276 |  | 827 | 174,269 |
| Grants—Subsidies—Pensions | 1,469,136 | 95,655 | 1,357,198 |  | 11,477 | 4,806 |
| Equipment | 16,005 | 319 | 12,271 |  | 3,415 |  |
| Transfers to Other Funds | 3,242,075 | 75,000 | 108,293 |  | 18,572 | 3,040,210 |
| **TOTAL EXPENDITURES** | 11,104,598 | 3,186,668 | 3,610,497 |  | 557,491 | 3,749,942 |

Resources and authorized the reorganization of the department into four bureaus containing the existing divisions and agencies as depicted on the department's organizational chart.

**PROGRAM:** The 109th Legislature, acknowledging the significance and potential of Maine agriculture, created the blueprint for its further development by enacting the Agricultural Development Act of 1980. That measure changed the role of the department from an agency which was primarily regulatory to one focused on advocacy and development. Specific activities of the department during FY83 are discussed in the following reports of its organizational units.

**LICENSES, PERMITS, ETC.:**
- License:
  - Fairs & Agricultural Exhibitions.

**PUBLICATIONS:**
- Laws relating to Maine fairs, includes
  - Stipend
  - Licensing of Exhibitions
  - Sales
  - Entry Fees
  - Pulling Events
  - Pari-Mutuel Pools
- Maine Agricultural Statistics
- Programs of the Maine Department of Agriculture, Food & Rural Resources
- List of Free Publications of Department
- Maine-ly Agriculture (weekly)—$5 annual subscription.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $262,510 in FY 83 and are, by administrative decision, included with those of Administrative Services Division.

## ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

### RICHARD B. BURNHAM, DIRECTOR

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-2001
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1919 *Sunset Review Required By:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001T; *Citation:* 7 M.R.S.A., Sect. 3

*Average Count—All Positions:* 9 *Legislative Count:* 9

**PURPOSE:** The Administrative Services Division provides centralized administrative support to the Department of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, and personnel administration. Additionally, the division assists the Commissioner and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

**ORGANIZATION:** The Division of Administration originally created in 1919, is part of the Office of the Commissioner. Chapter 731 of Public Laws of 1979 repealed the Statutory Reference which created this unit.

**PROGRAM:** The Division is organized into two distinct units—Finance and Personnel. The Finance Unit assists the Commissioner's office and Bureau/Division Directors in financial planning and in the preparation and management of annual and biennial budgets and work programs. It is the administrative unit responsible for maintaining centralized accountability for all department expenditures and financial transactions in order to insure their legality and correctness. The unit maintains the accounting records for all income and expenditures, processes bills and expense accounts for payment, maintains and controls leases and contracts, prepares purchase orders, maintains vehicle records and capital equipment inventory control records. The Personnel Unit handles broad personnel and labor relations functions including processing all department payrolls and personnel actions, maintaining personnel records, providing technical assistance in writing job descriptions and understanding the performance appraisal system, and advises staff at all levels on personnel rules and regulations.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 304,592 | 303,847 | 745 | | | |
| Health Benefits | 10,429 | 10,429 | | | | |
| Retirement | 43,206 | 43,086 | 120 | | | |
| Other Fringe Benefits | 1,697 | 1,697 | | | | |
| Computer Services—State | 108 | 108 | | | | |
| Other Contractual Service | 112,682 | 102,371 | 10,311 | | | |
| Rents | 208 | 208 | | | | |
| Commodities | 17,055 | 17,055 | | | | |
| Grants—Subsidies—Pensions | 362,519 | 2,903 | 359,616 | | | |
| Equipment | 1,317 | | 1,317 | | | |
| Transfers to Other Funds | 3,000,402 | | 402 | | | 3,000,000 |
| **TOTAL EXPENDITURES** | 3,854,215 | 481,704 | 372,511 | | | 3,000,000 |

# (ANIMAL WELFARE) ADVISORY BOARD

**NATALIE LIBBY, CHAIRMAN**
**STANLEY T. BROWNE, Director**

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3846
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* January 1, 1974 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 021; *Citation:* 17 M.R.S.A., Sect. 1216

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** To advise and consult with the Commissioner of Agriculture, Food and Rural Resources on matters pertaining to the humane treatment of animals.

**ORGANIZATION:** The Board was created by statute in 1973 and became effective January 1, 1974. The seven members are appointed for terms of three years, three members must be named from a list of individuals submitted by the Maine Federation of Humane Societies. Board members receive no compensation other than actual expenses incurred in performance of their duties.

**PROGRAM:** The Board meets on alternate months to review the progress of the Division of Animal Welfare. The Board also reviews legislation having to do with animals and animal welfare, and may, from time to time, recommend legislation which would benefit the overall care and treatment of animals.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

## DIVISION OF ANIMAL WELFARE

### STANLEY T. BROWNE, DIRECTOR

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3846
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1974 *Sunset Review Required By:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001A; *Citation:* 7 M.R.S.A., Sect. 3

*Average Count—All Positions:* 21 *Legislative Count:* 4

**PURPOSE:** The Division of Animal Welfare was established to enforce the State "Cruelty to Animals" statutes and to cooperate with humane societies and other interested citizens in developing programs for the proper and humane treatment of animals. Its primary responsibilities are to administer these laws, with authority to investigate charges of cruelty to animals and to prosecute such cases in court. Its authority also includes the power to take animals into custody when authorized by court order, taking liens upon animals so taken, to promulgate rules and regulations, to appoint State Humane Agents, and to name an (Animal Welfare) Advisory Board.

In accordance with the reorganization of the Maine Department of Agriculture as mandated by the Agricultural Development Act of 1980, the Division of Animal Welfare, as of July 15, 1980, has assumed responsibility for the dog licensing administration and the licensing and inspection of pet shops and boarding kennels. Included under the dog licensing administration, is the inspection and approval of animal shelters authorized to hold stray and abandoned dogs, plus administering payments for the boarding of these dogs, from the dog licensing fees.

**ORGANIZATION:** The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State's "Cruelty to Animals" laws. Persons desiring to be Agents upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve the field, and an office secretary. Only the secretarial position was filled during FY 74. The complete staff was brought up to strength in FY 75.

In line with the additional responsibilities assigned to the Division by the Agricultural Development Act of 1980, the staff has been authorized an increase of two positions. One (1) secretarial position and one (1) district humane agent position.

**PROGRAM:** During FY 83, the Division's staff investigated more than 1,300 complaints of cruelty to animals or other related violations. 30 violations necessitated court related action. The Division also monitored livestock auctions, public animal displays, animal events at agricultural fairs and riding facilities for possible violations of humane statutes. In addition, the Division licensed 36 pet shops, 107 boarding kennels and issued Department Approval for 68 animal shelters.

Examples of continued efforts to expand the Division's participation in areas of service are such activities as: instructing in animal welfare statutes and emergency animal first aid at the Maine Criminal Justice Academy, developing and maintaining a complete reference file on animal welfare investigations and court related activities, participating in animal control officers workshops, cooperation with state and regional Federations of Humane Societies, numerous public speaking engagements, plus an informational exhibit prepared and displayed at various public and professional functions.

By act of the 108th Legislature, the Division of Animal Welfare was charged with the inspection and approval of animal shelters applying for a Drug Enforcement Administration permit to purchase and administer barbiturates for the euthanasia of dogs and cats.

As a result of the Agricultural Development Act of 1980, programs of the Division of Animal Welfare include those functions and programs necessary to properly administer the dog licensing statutes plus the licensing and inspection of pet shops and boarding kennels.

The Division participated in (Animal Welfare) Advisory Board meetings and performed associated secretarial duties.

**LICENSES, PERMITS, ETC.:**

Certificate of Approval (drug administration)
Animal Pulling Contest Permit
State Approved Certificate issued to Animal Shelters
Licenses issued to pet shops and boarding kennels
Dog license (tags and forms supplied to municipalities)

**PUBLICATIONS:**

Laws Relating to Animal Welfare (free)
Animal Welfare Newsletter (published 3 times a year—free)
Standards for Treatment of Animals in Schools (contained in laws relating to Animal Welfare)
Laws Relating to Dogs (free)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $300,500 in FY 83 and are, by administrative decision, included with those of Bureau of Public Services.

## MAINE DAIRY AND NUTRITION COUNCIL

**KATHERINE FOWLER, CHAIRMAN**
**WAYNE L. THURSTON, DIRECTOR**

*Central Office:* Cony Rd. (Shop), Augusta *Telephone:* 289-3621
*Mail Address:* Statehouse Sta. #97, Augusta, Maine 04333
*Established:* January 1, 1975 *Sunset Termination Scheduled to Start by:* June 30, 1990
*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 016; *Citation:* 36 M.R.S.A., Sect. 4523
*Average Count—All Positions:* 3 *Legislative Count:* 0

**PURPOSE:** The Maine Dairy and Nutrition Council was established to develop a statewide program of nutritional education in food selection and use, to teach consumers what to eat and why, and to aid in the training of professionals in the science of nutrition. The Council's primary responsibility is to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine dairy industry, particularly that segment of the industry doing business primarily within the State. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and its products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

**ORGANIZATION:** The Maine Dairy and Nutrition Council was originally established in 1949 under the name of Maine Milk Advisory Committee, and funded at the rate of 1 cent per cwt, shared by Maine Milk dealers and producers shipping on the Maine market. Promotion functions were then under supervision of the Maine Development Commission. In 1951, the Advisory Committee was renamed the Maine Dairy Council Committee, its cwt fees for nutritional education activities were increased to 2 cents in 1953; Maine Development supervision of promotion activities was repealed in 1955, and in 1969 cwt fees for promotion were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969, with the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council was renamed the Maine Dairy and Nutrition Council.

The 111th Legislature enacted a law that leaves dealer contributions unchanged, but adds assessments from the milk shipped to Boston to the revenues starting on 1 Jun 84. On 1 Jun 85, the assessment becomes 2 cents per hundredweight of milk, regardless of market. The dairymen will have a single assessment for Dairy Promotion paid from the Milk Pool, and the Maine Dairy and Nutrition Council will be funded from that same assessment.

The law provides for Council appointments along marketing lines and limits the length of service of dairymen appointed.

**PROGRAM:** The Maine Dairy and Nutrition Council is concerned with state-wide nutrition education in food selection and use. A program for training teachers through a series of workshops, instigated five years ago, proved to be highly effective and has been continually expanded to include various other segments of the society such as, Extension Aides, Head Start Cooks and staff, Practical Nurses, health department personnel, and community leaders. These leaders can then go back to their community and teach civic groups. The minimum amount of teacher training is set at four hours with a limit of 20 participants per staff nutritionist.

During the sessions the Dairy and Nutrition Council nutritionists build a background in nutrition for the teacher and an understanding of the behavioral approach to education. These two subjects are then correlated along with Dairy Council teaching tools into learning experiences. Teachers are then able to incorporate nutrition into lessons such as science or social studies. Through these creative classroom activities the students learn how to choose and eat balanced meals each day.

In addition to various workshops, the Dairy and Nutrition Council provides nutritional and educational materials to doctors, dentists, dietitians, home economists, nutritionists, nurses, health educators and others in the State interested in nutrition and nutrition education. It also provides a free film library service. The Dairy and Nutrition Council exhibits at several state functions such as conventions of the Maine Medical Association, Maine Home Economists, Maine Nurses, and the Maine Teachers Association as well as Farm Days, Maine Agriculture Trades Show and several of the smaller community functions. Materials and programs used by the Maine Dairy and Nutrition Council have been developed by the National Dairy Council in Chicago, Ill., and have been reviewed and/or approved by such organizations as the American Dental Association, American Medical Association and American Dietetic Association.

As a unit affiliated with the National Dairy Council, the Maine Dairy and Nutrition Council has at its disposal a resource in the nutrition needs of men, women and children. It uses this information to contribute to the optimal health and well-being of citizens of Maine.

In 1978 a new Nutrition Program called *Food: Your Choice* was introduced to the teachers in Maine elementary schools. This is a complete curriculum developed by National Dairy Council for teaching basic nutrition to elementary students in grades Kindergarten through 6. Initial response to this program has been excellent not only in Maine, but across the country.

Encouraged by the success of this elementary program, a program has now been further developed and extended to include grades 7 thru 12.

January, 1980, a new curriculum entitled, FOOD: EARLY CHOICES was developed for preschool age children and is already being used extensively by Headstart and Day Care Centers here in Maine.

In 1981 another new curriculum entitled TASTE...YOUR CHOICE was developed for school food service managers. It's designed to support and enhance the school's nutrition education efforts.

**PUBLICATIONS:** Catalog and Order blank listing all available materials with a brief description of each (free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE DAIRY AND NUTRITION COUNCIL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 33,324 | | 33,324 | | | |
| Health Benefits | 1,377 | | 1,377 | | | |
| Retirement | 5,014 | | 5,014 | | | |
| Other Fringe Benefits | 197 | | 197 | | | |
| Other Contractual Service | 12,868 | | 12,868 | | | |
| Rents | 750 | | 750 | | | |
| Commodities | 20,815 | | 20,815 | | | |
| Grants—Subsidies—Pensions | 8,162 | | 8,162 | | | |
| Transfers to Other Funds | 9,877 | | 9,877 | | | |
| **TOTAL EXPENDITURES** | 92,384 | | 92,384 | | | |

# MAINE DAIRY PROMOTION BOARD

**ROBERT ALLEN, CHAIRMAN**
**WAYNE L. THURSTON, DIRECTOR**

*Central Office:* Cony Rd. (Shop), Augusta *Telephone:* 289-3621
*Mail Address:* Statehouse Sta. #97, Augusta, Maine 04333
*Established:* 1953 *Sunset Termination Scheduled to Start by:* June 30, 1990
*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 024; *Citation:* 36 M.R.S.A., Sect. 4503.
*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** The Maine Dairy Promotion Board was established to promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs. The Board is charged with the responsibility of a promotional and advertising campaign designed to increase the consumption of Maine fluid milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, in effect, increases the blend price actually received by the dairyman without increasing the price of milk to the consumer. Further, the Board may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

**ORGANIZATION:** Established in 1953, the Maine Milk Tax Committee statutes have been amended from time to time to increase the fees paid by dairy farmers in order to more adequately finance a strong promotional program for Maine-produced milk. As a result of a reorganization act passed by the 105th Legislature, the Committee was incorporated within the Department of Agriculture, with the Commissioner of Agriculture being delegated the responsibility for developing operating budgets and of hiring necessary personnel to administer the program.

On June 15, 1979, the first regular session of the 109th Legislature approved, subject to dairy farmer referendum, an act setting the rate of assessment to dairy farmers at .8 of 1% of the average Class I Price per cwt rounded to the nearest tenth of one cent, for the promotion of milk and dairy products. Subsequently, the Maine dairy farmers in referendum did approve the act to become effective January 1, 1980.

At the same time they changed the name of the Maine Milk Tax Committee to Maine Dairy Promotions Board.

The Maine Supreme Court has ruled that a binding referendum is unconstitutional. The 111th Legislature enacted a law without the referendum restoring the promotion assessment to .8 of 1% of the average Class I milk price as of 1 Jun 85. For the year starting 1 Jun 84, the assessment will be .6 of 1% of Class I price for the average of the previous calendar year in Maine. The law also provides for Board appointments along marketing lines and limits on length of service.

The law provides for a single assessment for Promotion, with a payment to be made to the Maine Dairy and Nutrition Council. The single assessment will be paid out of the Milk Pool, and not be two separate payments to the state Treasurer.

**PROGRAM:** The Maine Dairy Promotion Board, in conjunction with ADA, of which they are an affiliated member, once again implemented a promotion and advertising program on behalf of the dairy farmers of Maine.

Television was considered the most cost effective media for promoting the use of milk by consumers. Therefore, the major part of our advertising budget was devoted to this media supplemented by radio and print.

The Advertising program was supplemented by several special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products.

**In-Store Merchandising.** Point of purchase materials were professionally placed in 195 major Maine supermarkets. Two separate promotions were run in January and June. The in-store campaigns received constant praise from chain stores as being the finest of its kind.

Print advertising for non-brand milk promotion is considered as the least effective media and therefore, has been used only for the promotion of special merchandising support. For such support all of Maine's daily newspapers plus the Grange Herald and the Maine Grocers Bulletin were used.

In addition to the preceding and for the benefit of those Maine producers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board contracts with the Milk Promotion Services, Inc., located in Montpelier, Vermont, to carry out a similar promotional program in that marketing area.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE DAIRY PROMOTION BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Special Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 45,533 | | 45,533 | | | |
| Health Benefits | 1,867 | | 1,867 | | | |
| Retirement | 7,041 | | 7,041 | | | |
| Other Fringe Benefits | 280 | | 280 | | | |
| Other Contractual Service | 49,043 | | 49,043 | | | |
| Rents | 1,500 | | 1,500 | | | |
| Commodities | 4,693 | | 4,693 | | | |
| Grants—Subsidies—Pensions | 193,383 | | 193,383 | | | |
| Equipment | 198 | | 198 | | | |
| Transfers to Other Funds | 12,085 | | 12,085 | | | |
| **TOTAL EXPENDITURES** | 315,623 | | 315,623 | | | |

# (OFFICE OF) INSPECTOR OF DAMS

### ROBERT G. GERBER, STATE DAM INSPECTOR

*Central Office:* Ash Point Road, South Harpswell, Maine *Telephone:* 833-6334
*Mail Address:* Ash Point Road, South Harpswell, Maine 04079

*Established:* 1875 *Sunset Termination Scheduled to Start by:* June 30, 1984

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 309; *Citation:* 38 M.R.S.A., Sect. 811

**PURPOSE:** The Office of Inspector of Dams was established to provide state inspection of dams and reservoirs to protect human life and property.

**ORGANIZATION:** The Commissioner of Agriculture annually appoints a competent and professional engineer licensed to practice in this State (effective July 1, 1978), who is a citizen of the State as inspector of dams. The inspector of dams shall hold office until his successor is appointed and qualified. Since establishment, the law has been amended to provide for year round inspections instead of restricting to the months of August, September and October.

The engineer receives as full compensation for his service, $75 a day while actually employed in this service, together with his actual traveling expenses to be audited, allowed and paid from the Department of Agriculture. In cases where the dam or reservoir is judged by the inspector of dams to be unsafe or insufficient, the Commissioner of Agriculture collects from the owner of the dam the total expenses incurred by the State for the inspection. In the event that the owner of a dam, which is judged to be unsafe or insufficient, fails to pay the total cost of inspection as required in this section, the Commissioner of Agriculture shall forthwith commence a civil action in the name of the State for the recovery of the cost of the inspection.

**PROGRAM:** Upon the petition of 10 resident taxpayers of any town or several towns, the selectmen or assessors of any town or the county commissioners of any county, the inspector of dams inspects any dam or reservoir, except dams licensed and inspected by any agency of the United States Government, located in the town or county and erected for the purpose of saving water for manufacturing or other uses. Following personal examination of the dam or reservoir and after hearing the testimony of witnesses summoned for the purpose, the inspector of dams forthwith reports to the Commissioner of Agriculture his findings and his opinion of the safety and sufficiency of the dam or reservoir. In the case of finding a dam to be unsafe or insufficient, the Commissioner of Agriculture notifies all interested parties, including owners with riparian rights, municipalities in which the dams are located and any other persons or organizations that the Commissioner of Agriculture deems necessary. The inspection of dams shall be under the sole jurisdiction of the Department of Agriculture.

**FINANCES, FISCAL YEAR 1983:** 38 MRSA, Sec.813, Ch. 684, 1978 provides that expenditures of this unit, shall be borne by the Department of Agriculture. By administrative decision these expenditures are included within those of the State Soil and Water Conservation Commission.

# DIVISION OF GRADING SERVICES

## CARL M. BROWN, DIRECTOR

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-2161
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1917 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001G; *Citation:* 7 M.R.S.A. Sect. 3

*Average Count-All Positions:* 68 *Legislative Count:* 6

**PURPOSE:** The Division of Grading Services was established to grade and/or inspect agricultural products for quality, condition, grade and size at applicant's request on a fee basis, and to inspect certain agricultural products on a regulatory basis. Its primary responsibilities are to inspect fruit and vegetables for members of the industry requesting the service; to grade poultry at poultry processing plants for quality; and to inspect eggs at various packing plants.

**ORGANIZATION:** The Division of Grading Services was established as the Bureau of Markets in 1917 by legislation which authorized the Commissioner of Agriculture to expend money in the study of methods and costs of marketing farm products and purchasing farm supplies by employing agents and experts to work with the Farmer's Union of Maine, the Fruit Growers Association and other farm organizations. The Bureau was redesignated the Division of Markets in 1919, taking on other duties since that time, until today it is primarily concerned with the inspection and grading of various farm products and is now known as the Division of Grading Services.

**PROGRAM:**

**Fruit and Vegetable Inspection.** The Division of Grading Services maintains an office in Presque Isle where 98% of the Shipping Point inspection program on potatoes is carried out. This office is manned by a chief potato inspector, two supervisors, and two clerks—plus 26 shipping point inspectors stationed throughout Aroostook County who inspect potatoes at various loading points. Potatoes are shipped by either trailer trucks or rail cars. This work is done on a request basis by the shippers or packers and is paid for by the same. We also have several inspectors in the various Processing Plants located in Aroostook County. The division also has one inspector on apples in the Central and Southern part of the state. This man also checks the various Controlled Atmosphere Storage on apples to make sure they meet the Controlled Atmosphere Law. Furthermore, this man handles all Terminal Market Inspections on fruit and vegetables at the various markets in the state on request by the applicant.

**Poultry and Egg Grading.** The Division has 12 regular graders on the poultry and egg program plus two spare employees, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the Department of Agriculture for grading service. It is the poultry grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after it has been graded and packed to assure the packer that the product meets the grade marked on the container. These programs not only assure the packers of a better product, they guarantee the consumer a better product to purchase at the retail level.

**Peas and Broccoli Inspection.** The Division uses three inspectors on peas and one on broccoli in Aroostook County during the processing season.

**Objective Yield on Potatoes.** Six people are used on this work starting in mid-August and lasting through harvest. These workers are loaned to the U.S. Department of Agriculture Statistical Reporting Service. The salary and expenses for these employees are reimbursed by the USDA.

In addition to the above activities the Division of Grading Services has taken over the responsibility for the enforcement of the Maine Potato Licensing law, and dry bean law, requiring all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes and dry beans (in wholesale or jobbing quantities) to obtain a license.

The Division also enforces the federal Egg Products Act for which the Department is reimbursed by the Federal Government.

**LICENSES, PERMITS, ETC.:**

- License:
    - Users of Blue, White & Red Trademark
    - Providers (of trademark supplies)
    - Potato Handler's
    - Dry Bean Dealer's
- Registration:
    - Controlled Atmosphere Apple Storage

**PUBLICATIONS:**

- Laws relating to Establishing Licensing for the Marketing of Potatoes (Mimeographed—free)
- Laws relating to Establishing Licensing for dry bean dealers (free)

(The following are all mimeographed sheets—free)

- Regulations Pertaining to the Operation of Controlled Atmosphere Storage for Apples
- Requirements for Use of State of Maine Blue, White and Red State Trademark
- Requirements for Use of State of Maine Blue, White and Red Trademark on Maple Syrup
- Maple Regulations
- Maple Standards

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $1,035,900 in FY 83 and are, by administrative decision, included with those of Bureau of Agricultural Marketing.

## STATE HARNESS RACING COMMISSION

**JOSEPH P. KENNEALLY, CHAIRMAN**
**THOMAS WEBSTER, Executive Director**

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3221
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* April 4, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 017; *Citation:* 8 M.R.S.A., Sect. 261

*Average Count—All Positions:* 5 *Legislative Count:* 7

**PURPOSE:** The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for the holding, conducting and operating of all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed $10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed $100 or suspension not to exceed 20 days for minor violations of the Rules of Racing as adopted by the Commission; and to encourage and promote the breeding of a strain of Maine standard bred horse.

**ORGANIZATION:** The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. The Commission consists of three members appointed by the Governor, for terms of three years. No more than two members may be of the same political party and one member must, in some capacity, be connected with agricultural societies which operate pari-mutuel racing. So far as practicable, all members must be interested in the establishment and development of a Maine breed of standard bred horses. The Commission elects a chairman from its membership. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

**PROGRAM:** Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standardbred horses. The Commission feels improvement of the breed and a desire of persons in other areas to breed to Maine studs will guarantee future State incomes from this source, a healthy expanding industry, and encourage involvement of youth in horse ownership, breeding and care.

Drug control programs are in a continuing effort, in cooperation with the Department of Animal Industry and the Public Health Laboratory, to eliminate as nearly as possible drug use on race horses within the State.

The Colt program received additional funding by the 108th Legislature. The Commission was authorized to pay an amount equal to 1½% of the multiple or exotic wager into a fund to supplement purses for two and three year old eligible colts. Together with nomination, sustaining, starting and other various fees, purses for the Colt races should exceed $175,000.00 annually.

**LICENSES, PERMITS, ETC.:**

License:
- Standard Bred Horse Owners
- Drivers/Trainers Standard Bred Horses
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association—
  Fairs or Extended Meets
- Grooms of Standard Breed Horses

**PUBLICATIONS:** Rules and Regulations of the Maine State Harness Racing Commission

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE HARNESS RACING COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 148,266 | 148,266 | | | | |
| Health Benefits | 5,534 | 5,534 | | | | |
| Retirement | 23,756 | 23,756 | | | | |
| Other Fringe Benefits | 785 | 785 | | | | |
| Other Contractual Service | 80,125 | 65,921 | 14,204 | | | |
| Commodities | 4,114 | 3,964 | 150 | | | |
| Grants—Subsidies—Pensions | 504,204 | | 504,204 | | | |
| Equipment | 514 | 319 | 195 | | | |
| Transfers to Other Funds | 299 | | 299 | | | |
| **TOTAL EXPENDITURES** | 767,597 | 248,545 | 519,052 | | | |

# (OFFICE OF) STATE HORTICULTURIST

## JOSEPH W. SCOTT, STATE HORTICULTURIST

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1907 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 010; *Citation:* 7 M.R.S.A., Sect. 2201

*Average Count—All Positions:* 4 *Legislative Count:* 4

**PURPOSE:** The State Horticulturist has responsibility for implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement. Also, the State Horticulturist administers the bee inspection and licensing program.

**ORGANIZATION:** A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry and is responsible to the Director of that Division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

**PROGRAM:** Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary on a full-time basis. Nursery, greenhouse, and periodical inspection and licensing of all plant sales outlets are major responsibilities, with the Apple Tree Pool an added program in late winter and spring.

Bee inspection and licensing of beekeepers are handled by a part-time bee inspector who is able to examine a cross section of the bee colonies in the State annually. Furthermore, Division personnel are often called upon to work with plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative of the Eastern Plant Board.

**LICENSES, PERMITS, ETC:**

License:
    Nurseryman
    Strawberry Plant Growers
    Beekeepers
Certificate:
    Phytosanitary
Permit:
    Maine (intra- and interstate) Plants

**PUBLICATIONS:**

List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
List of Registered Beekeepers—annual (free)
List of Licensed Small Fruit Plant Growers—annual (free)
The Maine Leaf—monthly (free)
Floral Emblem of Maine (free)
The Plant Kingdom (free)
Plant Conservation List for the State of Maine (free)
Nature of Weeds (free)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $107,700 in FY 83 and are, by administrative decision, included with those of the Division of Plant Industry.

## DIVISION OF MARKET DEVELOPMENT

### JOHN K. JONES, DIRECTOR

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1981 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001D; *Citation:* 7 M.R.S.A., Sect. 3

*Average Count—All Positions:* 6 *Legislative Count:* 7.5

**PURPOSE:** The purpose of the Division of Market Development is to develop and expand markets for Maine agricultural products and resources. This division is responsible for implementing those policies of the Bureau of Agricultural Marketing which concern market developments; collecting and disseminating market information in order to find optimal market structures and to enhance the competitive position of Maine growers. Promotional activities to further Maine agricultural interests state wide, regionally, nationally, and internationally are also the responsibilities of the division.

**ORGANIZATION:** The Division of Market Development was established in 1981. It encompasses the former Division of Promotions in addition to new developmental responsibilities set out in the Agricultural Development Act of 1980. The division reports to the Bureau of Agricultural Marketing.

**PROGRAM:**

**Direct marketing** involves the sale of agricultural products through a direct transaction between producers or producer cooperatives, and consumers. It offers the potential for supplying fresh and reasonably priced quality food to consumers while providing more profitable returns to farmers, and encouraging local production. The division facilitates direct marketing by assisting farmers in the formation and operation of farmers' markets and marketing cooperatives, and printing and distributing the "Farmer to Consumer" directory, a means of bringing farmers and food buyers together.

The **informational services** program provides farmers, governmental agencies, businesses and consumers with information related to agricultural production and marketing in Maine, and, to a more limited extent New England, the United States and foreign market areas. The division gathers and disseminates state-wide commodity information reports on crop conditions and progress during the summer growing months, and publishes annual productions data. Weekly commodity price information is reported to the news media, and the division and the USDA cooperatively fund a Market News Office in Presque Isle which issues a daily potato bulletin during the potato shipping season. The division participates in the USDA's Trade Opportunity Referral System and Export Briefs program which provide export leads for Maine growers, processors and shippers.

A number of activities are directed at the **promotion** of Maine agricultural interests. A major campaign initiated in 1980 entitled "Maine Produces" is intended to promote the support of Maine agriculture, give new visibility to Maine's agricultural industries, and create an increased demand for Maine-grown products. This effort has included development of a Maine agricultural logo. Through the use of posters, buttons, bumper stickers, brochures, public service announcements, and other devices, it is hoped that the logo will become a familiar symbol which will enable buyers to readily identify and purchase Maine products. This campaign also makes use of special events to increase public awareness of Maine products such as a cooking contest to promote recipes using Maine produce, an event which resulted in publication of a cookbook entitled "Maine Produces—Prize-Winning Recipes from the First State of Maine Cooking Contest." Another promotional tool is the special exhibit which provides an opportunity for various agricultural organizations to offer information and samples to the public. Promotion of Maine agriculture through annual trade shows and expositions has been a long standing function of the Department. The Division of Market Development coordinates the Maine Agricultural Trades Show and provides exhibits for all major Maine agricultural products at the Eastern States Exposition held annually in West Springfield, Massachusetts. Promotional assistance is also available to commodity production organizations for such events as the Maine Broiler Festival, Central Maine Egg Festival, Farm Days, Dairy Show, Blueberry Festival, National Apple Week, etc.

The division promotes the export of Maine agricultural products through membership in the Eastern United States Agricultural Food and Export Council, Inc. (EUSAFEC), headquartered in the World Trade Center, New York City. EUSAFEC sponsors international trade shows, informs members of trades shows and exchanges sponsored by other countries, provides technical assistance to businesses interested in expanding to foreign markets, and generally supplies expertise to the division in matters related to foreign trade.

**LICENSES, PERMITS, ETC:**

The Division of Market Development licenses use of the "Maine Produces" symbol to identify fresh or processed agricultural products in the State of Maine.

**PUBLICATIONS:**

Producer to Consumer Directory, a guide to Direct Sources of Maine agricultural products.

Farming in Maine
Maine Agricultural Products Buyers Guide
Motion Pictures from Maine
Recipe fliers on various agricultural commodities.
Above publications are free.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $240,900 in FY 83 and are, by administrative decision, included with those of Bureau of Agricultural Marketing.

## BUREAU OF AGRICULTURAL MARKETING

### DONALD W. WESTFALL, DIRECTOR

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1980 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001M; *Citation:* 7 M.R.S.A., Sect. 3

*Average Count—All Positions:* 2 *Legislative Count:* 2

**PURPOSE:** The Bureau of Agricultural Marketing was created by the Agricultural Development Act of 1980 to coordinate, expand and improve the domestic and foreign marketing of Maine agricultural products. The Bureau reestablishes the department's capability for creative market development.

**ORGANIZATION:** The Bureau has two operating divisions and five marketing agencies reporting to it. These are the Division of Market Development, Division of Grading Services, Potato Marketing Committee, Maine Potato Commission, Agricultural Bargaining Board, Dairy & Nutrition Council and Dairy Promotion Board.

**PROGRAM:** Primary responsibility for implementing most programs of the Bureau resides in a particular division. Some interdivision activities are coordinated by the Bureau Director, but the following programs are the specific responsibility of the Director:

*Apple Market Order:* After the market order was defeated in a 1982 referendum, the Pomological Society requested that the order be modified and that another attempt be made to obtain grower support. Small, non-commercial orchardists who sell fewer than 3000 bushels of apples annually in the fresh market were exempted from the market order. Subsequently, the market order was passed by a substantial majority of growers. Funds from an assessment on apple growers will be used for promotion under direction of a committee of apple growers.

*Potato Marketing Improvement Fund:* The Bureau worked with a committee representing segments of the Maine Potato Industry and with the Maine Development Foundation to define criteria for loans to be made from a $5 million fund authorized by the Legislature and approved by the voters in a 1981 Statewide referendum. Rules were adopted in January, 1983 and construction on the first PMIF projects began during the summer.

*Export Promotion:* The Bureau Director attended two major international food shows during the year. Representing a regional organization of departments of agriculture, the Director promoted the U.S. International Food Show at its companion exposition in London. In addition, the Director staffed a booth for the Wild Blueberry Association of North America at the first National Food and Agricultural Show in Atlanta.

*Broccoli Market Order:* A group of broccoli growers approached the Bureau in January 1983 about the possibility of adopting a market order for broccoli produced in Aroostook County. A draft order that included quality standards, shipping specifications and a promotion assessment was prepared in cooperation with growers. A referendum is scheduled before the 1983-84 harvest.

*Potato Industry Ad Hoc Committee:* A sustained period of low potato prices and increasing frustration among Aroostook County potato farmers over a perceived lack of concern for their problems at the federal level led to the formation of committee to press for action in Washington. Meetings in Presque Isle and Washington with members of the Administration and the congressional delegation produced proposals for federal assistance to the industry. In mid January the chief legal counsel of the US Trade Representative met with the committee in Aroostook County. The Bureau Director coordinated the activities of the "ad hoc committee", kept minutes, and followed up on the proposals in Washington.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF AGRICULTURAL MARKETING | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 916,429 | 251,979 | 396,373 | | 268,077 | |
| Health Benefits | 40,156 | 9,140 | 18,947 | | 12,069 | |
| Retirement | 145,095 | 40,329 | 63,071 | | 41,695 | |
| Other Fringe Benefits | 6,463 | 1,623 | 3,278 | | 1,562 | |
| Computer Services—State | 2,105 | 2,105 | | | | |
| Other Contractual Service | 326,590 | 247,297 | 56,614 | | 22,679 | |
| Rents | 10,901 | 6,411 | 4,490 | | | |
| Commodities | 24,381 | 23,585 | 796 | | | |
| Grants—Subsidies—Pensions | 51,570 | 34,499 | 7,588 | | 9,483 | |
| Transfers to Other Funds | 29,822 | | 18,241 | | 11,581 | |
| **TOTAL EXPENDITURES** | 1,553,512 | 616,968 | 569,398 | | 367,146 | |

# MAINE MILK COMMISSION

**RICKY L. BRUNETTE, CHAIRMAN**
**ROBERT K. PLUMMER, Executive Secretary**

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3741
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* February 27, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 015; *Citation:* 7 M.R.S.A., Sect. 2952

*Average Count—All Positions:* 3 *Legislative Count:* 0

**PURPOSE:** The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and the insuring of an adequate supply of pure and wholesome milk. The Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

**ORGANIZATION:** A Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

However, effective October 2, 1975, the law was completely amended requiring the Commission to be comprised of 4 consumer members and the Commissioner of Agriculture, ex officio. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundred-weight fee assessment on industry members and received no State tax monies. It was incorporated into the Department of Agriculture as an agency in the State Government reorganization legislation of 1973.

**PROGRAM:** In accordance with statute as interpreted by the State law court in two decisions the Commission established and has in place an ongoing uniform system of accounts for reporting and allocating costs of processing, packaging and distributing milk within the State of Maine. Studies have also included cost of handling milk in retail food stores and cost of milk production on Maine farms. This is a cooperative effort between the Commission, the Department of Agricultural and Resource Economics at the University of Maine at Orono, the Maine Milk Dealer's Association, Inc., and with contractual support from a national dairy consultant firm.

The Commission does not set fixed prices but merely establishes minimum prices based on the lowest achievable cost at which milk purchased from Maine producers can be received, processed, packaged and distributed within the State at a just and reasonable return, while insuring an adequate supply of pure and wholesome milk to Maine consumers.

Additional funds have been made available to the Commission by passage of emergency legislation in 1981, (Public Law 1981, Chapter 481) re-establishing minimum prices. The fees were increased from 3¢ per hundredweight to 5¢ per hundredweight, following the two week de-controlled period in May, 1981. This 2¢ increase enabled the Commission to defray the added expenses inherent with carrying out the provisions of the 1975 law as interpreted by the courts. The assessment is equally divided among producers and dealers, and is based on the total volumes of milk produced and sold in Maine markets.

The Commission will maintain the dealer requirement for continuing the uniform system of accounts for reporting which allows it to analyze industry costs.

The Commission's Order #82-2, effective January 10, 1982, is the document that establishes dealer margins and sets the minimum wholesale and retail prices based on the lowest achievable costs. The minimum wholesale and retail prices are adjusted monthly based on the latest Class I price as announced by the Market Administrator in Federal Order #1.

The Commission faced a public referendum in November of 1982 which, if successful, would have limited the Commission's minimum price setting to only the producer level rather than at wholesale and retail as well. The Maine public voted to defeat this referendum.

**LICENSES, PERMITS, ETC.:**

License:

Maine Milk Dealers

**PUBLICATIONS:**

Laws relating to the Maine Milk Commission (free)

Rules and Orders to Effectuate Maine Milk Commission Law (Mimeographed—free)

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

State of Maine Maine Milk Commission Order #82-2. Effective January 10, 1982 (available in Maine Milk Commission Office)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE MILK COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 72,178 | | 72,178 | | | |
| Health Benefits | 2,544 | | 2,544 | | | |
| Retirement | 11,652 | | 11,652 | | | |
| Other Fringe Benefits | 416 | | 416 | | | |
| Other Contractual Service | 69,601 | | 69,601 | | | |
| Computer Services—State | 4 | | 4 | | | |
| Commodities | 1,169 | | 1,169 | | | |
| Grants—Subsidies—Pensions | 96 | | 96 | | | |
| Equipment | 639 | | 639 | | | |
| Transfers to Other Funds | 4,517 | | 4,517 | | | |
| **TOTAL EXPENDITURES** | 162,816 | | 162,816 | | | |

# BOARD OF PESTICIDES CONTROL

**WILLIAM GINN, CHAIRMAN**
**ROBERT L. DENNY, DIRECTOR**

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-2731
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1965 *Sunset Termination Scheduled to Start by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 026; *Citation:* 7 M.R.S.A., Sect. 601

*Average Count—All Positions:* 7 *Legislative Count:* 1.5

**PURPOSE:** The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to examine and license commercial pesticide applicators; to license dealers of restricted-use pesticides; to certify farmers and other private individuals for purchase and use of restricted-use pesticides; to promulgate regulations regarding pesticide use; to issue permits for limited-use pesticides; investigate use of pest control chemicals; to prosecute violations or initiate license-suspension actions; and to cooperate with other agencies in environmental monitoring and protection.

**ORGANIZATION:** The Board of Pesticides Control was established in 1965, funded in 1969, staffed with a supervisor and secretary in 1970, and in 1973 placed within the Department of Agriculture. The original Board was composed of the Commissioners of eight State agencies, but in 1980 the Legislature reconstituted the Board to comprise seven public members appointed by the Governor for a four-year term. Qualifications for three of the members are prescribed by statute to include persons knowledgeable about pesticide use in agriculture, forestry and commercial application, while one person must have a medical background and another be either an agronomist or entomologist at the University of Maine. The remaining two public members are selected to represent different economic or geographic areas of the State. The Board annually elects a chairman from its membership and employs personnel as necessary. Federal Environmental Protection Agency grants now provide 30% funding for the Certification Coordinator and 85% funding for three pesticides inspectors.

**PROGRAM:**

**Licensing.** The Board certifies and licenses applicators and dealers of restricted-use pesticides to assure that those pesticides which are most likely to cause adverse effects to the environment or applicator are handled properly. During 1982 the Board conducted a complete review of its certification and licensing requirements and adopted new regulations to more adequately assure applicator and dealer competency to handle pesticides in a proper and safe manner. In 1982, there were 662 commercial applicators and 122 dealers holding annual licenses and more than 2,900 private applicators holding licenses issued for a three-year period.

**Monitoring and Enforcement.** Board staff monitors the use and environmental impact of pesticides and investigates pesticide misuse complaints. This includes inspection of application equipment, storage and disposal areas; observation of applications; sampling pesticides in use or storage; and sampling pesticide residues on crops, foliage, soil, water or elsewhere in the environment. Violations of the Board's rules are subject to enforcement action, which could include suspension or revocation of applicator or dealer license, and imposition of fines.

**Information and Education.** The Board publishes and disseminates information to inform the public of the potential for injury resulting from improper application or handling of pesticides; the methods and precautions designed to prevent this injury; and the availability of alternative control techniques.

**Registration** Pesticide products must be registered annually for distribution in Maine. The 110th Legislature transferred one position and the responsibility for pesticide registration from the Commissioner to the Board on September 18, 1981. In 1981, the Department of Agriculture, Food and Rural Resources registered 3,720 products from 417 companies.

**LICENSES, PERMITS, ETC.:**

License:
    Commercial Pesticide Applicators
    Pesticide Dealers
    Private Pesticide Applicators
Permit:
    Limited-Use Pesticide
    Critcal Area Pesticide Use

**PUBLICATIONS:**

Board of Pesticides Control Statutes, Free
Board of Pesticides Control Regulations, Free
Maine Pesticide Control Act of 1975, Free

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF PESTICIDES CONTROL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 170,396 | 28,727 | 88,118 | | 53,551 | |
| Health Benefits | 5,179 | 135 | 2,802 | | 2,242 | |
| Retirement | 26,576 | 4,422 | 13,602 | | 8,552 | |
| Other Fringe Benefits | 1,310 | 227 | 670 | | 413 | |
| Computer Services—State | 4,163 | | 1,228 | | 2,935 | |
| Other Contractual Service | 122,086 | 17,916 | 74,027 | | 30,143 | |
| Rents | 788 | 163 | 375 | | 250 | |
| Commodities | 3,414 | 820 | 1,972 | | 622 | |
| Grants—Subsidies—Pensions | 2,101 | 2,000 | 101 | | | |
| Equipment | 7,669 | | 5,945 | | 1,724 | |
| Transfers to Other Funds | 12,086 | | 7,792 | | 4,294 | |
| **TOTAL EXPENDITURES** | 355,768 | 54,410 | 196,632 | | 104,726 | |

## DIVISION OF PLANT INDUSTRY

### JOSEPH L. HARRINGTON, DIRECTOR

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1919 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001C; *Citation:* 7 M.R.S.A., Sect. 3

*Average Count—All Positions:* 20 *Legislative Count:* 1.5

*Organizational Units:*
(Office of) State Horticulturist

**PURPOSE:** The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and with bees and the keeping of bees. Its primary responsibilities are to enforce the statutes relating to inspection of nurseries, orchards, fields, and gardens; inter-state transportation of plant stock; certification of seed potatoes; bees and bee keepers. The Division enforces regulations dealing with quarantine procedures, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation.

**ORGANIZATION:** The Division of Plant Industry was established in 1919. In the early years, the Division was greatly involved in insect control having to do with the corn borer, gypsy moth, browntail moth, Japanese beetle, and greenhead fly. As these functions were assumed by others, the emphasis of the Division shifted to work with commercial seed potato growers, nurserymen, orchardists, florists, bee keepers and other activities.

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972.

Chapter 731 of Public Laws of 1979 repeals the Statutory reference which created this unit. P.L. 731 also requires this division to report to a Bureau Chief rather than directly to the Commissioner.

**PROGRAM:** The major activity of the Division of Plant Industry is the certification of seed potatoes which is self-supporting through fees charged to participants. Sixty thousand acres of potatoes were inspected in the field, and about 2,000,000 cwts of seed potatoes were inspected prior to shipment in FY 81.

Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary on a full-time basis. Nursery and greenhouse inspections are their major responsibilities, with the Apple Tree Pool filling a period in late winter and early spring.

Bee inspection and licensing of bee keepers were handled by a part time bee inspector, but the money available is not sufficient to do a complete job.

Division personnel are often called upon to work with the plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative to the Eastern Plant Board. The concern of this body is with the state-federal implementation of plant insect and disease quarantines to protect food and fiber in Maine as well as other states and countries.

In 1980 this division continued a program for Certification of Field Seeds that had been discontinued in 1961. Certification of Oats is the primary effort of this program along with a small buckwheat acreage. Sixty acres of Aroostook Winter Rye, a new winter resistant variety adapted to Maine, was entered for certification in 1980.

In 1981 an Entomologist III was added to this department with the assignment of working on Intergrated Pest Management. Present work is on more efficient use of pesticides that results in less total pesticides used overall.

**LICENSES, PERMITS, ETC.:**

License:
  Nurseryman
  Strawberry Plant Growers
  Beekeepers
Certificate:
  Phytosanitary
  Certified Seed
Permit:
  Maine (intra- and interstate) Plants

**PUBLICATIONS:**

List of Seed Potato Growers—annual (free)
List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
List of Registered Beekeepers—annual (free)
List of Licensed Small Fruit Plant Growers—annual (free)
The Maine Leaf—monthly (free)
Floral Emblem of Maine (free)
The Plant Kingdom (free)
Plant Conservation List for the State of Maine (free)
Nature of Weeds (free)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $542,499 in FY 83 and are, by administrative decision, included with those of Bureau of Agricultural Production.

# SEED POTATO BOARD

**STEWART N. SMITH, COMMISSIONER OF AGRICULTURE**
**JOSEPH L. HARRINGTON, Secretary**

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333
*Established:* 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990
*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 014; *Citation:* 7 M.R.S.A., Sect. 2151
*Average Count—All Positions:* 13 *Legislative Count:* 0

**PURPOSE:** The Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce or cause to be produced through contract or otherwise, such acreages of foundation seed potatoes or various varieties as it may determine for distribution and sale to the Maine potato growers; to work with and through the Maine Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing acreages of seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from sales are credited to the operating account of the Board.

An additional function of the Seed Potato Board is the operation of a 70 acre seed farm in the Homestead, Florida area where winter testing of seed potatoes is conducted. A professional roguing service is available to foundation seed potato growers to improve the quality of Maine Seed Potatoes; and operation of a 20 acre variety and seedling test plot for new varieties at Sangerville, Maine.

**ORGANIZATION:** The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, plus the Commissioner of Agriculture to serve as chairman. Changes in the Board's structure since then have been minor. The Commissioner now is the appointing authority and the Board elects its chairman. The Board is authorized to employ a secretary who need not be a member. Traditionally, the Director of the Division of Plant Industry has served as secretary to the Board.

**PROGRAM:** In FY 82 the nuclear seed program was initiated, utilizing the greenhouse and laboratory constructed and equipped during FY 82. Stem-cuttings and leaf-bud cuttings produced enough propagative material to plant 12 acres of plots in the spring of 1983. Propagative material produced in the greenhouse is pathogen-tested by the most sensitive serological tests available. The production from the current nuclear and seed plots will plant 60-70% of the 1984 crop at Porter Farm. It is anticipated that 100% of the 1985 crop will be derived from the nuclear seed program.

A 2400 sq. ft. addition was constructed at the potato storage at Porter Farm to facilitiate handling of the crop during sorting and packing. Temperature monitoring and humidification equipment, combined with the extra space for storing sorted potatoes, has allowed for improved quality of the crop sold to seed potato growers.

The Florida Farm is located in an area with a high rate of crime and has been subject to theft. To thwart additional losses an electronic security system was installed in 1983 in both the packing shed and residence.

**PUBLICATIONS:**

Report of Florida Test on Seed Potatoes—annual (free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| SEED POTATO BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 302,088 | | | | | 302,088 |
| Health Benefits | 13,555 | | | | | 13,555 |
| Retirement | 48,145 | | | | | 48,145 |
| Other Fringe Benefits | 1,626 | | | | | 1,626 |
| Other Contractual Service | 158,299 | | | | | 158,299 |
| Rents | 6,944 | | | | | 6,944 |
| Commodities | 174,269 | | | | | 174,269 |
| Grants—Subsidies—Pensions | 4,806 | | | | | 4,806 |
| Transfers to Other Funds | 40,210 | | | | | 40,210 |
| **TOTAL EXPENDITURES** | 749,942 | | | | | 749,942 |

# MAINE POTATO COMMISSION

**ROLAND DORMAN, JR., CHAIRMAN**
**EDWIN S. PLISSEY, Executive Director**

*Central Office:* 744 Main St., Presque Isle *Telephone:* 769-5061
*Mail Address:* 744 Main St., Room 9, Presque Isle, Maine 04769

*Established:* August 20, 1955 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 025; *Citation:* 36 M.R.S.A., Sect. 4563

*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** The Maine Potato Commission was established to conserve and promote the prosperity and welfare of the potato industry of the State of Maine. The primary responsibilities of the Commission are to appropriate, expend and otherwise administer monies received from the excise tax on potatoes raised in Maine for such purposes as the Commission determines to be in the best interest of the Maine potato industry. Funds are used to advertise and promote the sale of Maine potatoes and to underwrite research for better methods of producing, shipping, merchandising and manufacturing of potato products.

**ORGANIZATION:** The Maine Potato Commission was established by the Legislature in 1955 to replace the Maine Potato Tax Committee which was created in 1941 to advise the Maine Development Commission in the administration of revenue derived from the potato tax imposed in 1937. The Potato Commission, like its predecessor, the Potato Tax Committee, initially was a five-member group appointed by the Commissioner of Agriculture from among members of the Maine potato industry. In 1971, membership on the Commission was expanded to seven members, serving three-year terms, representing grower, processor and shipper elements of the industry. The Commission selects a chairman and vice- chairman from its members, and appoints an Executive Director to administer programs and policies established by the Commission.

**PROGRAM:** During fiscal year 1982-83 the Maine Potato Commission continued its program direction in advertising and promotion established the previous fiscal year. The merchandising and promotion logo, "A Little Bit of Maine in Every Bite", was carried across point-of-purchase material and recipe leaflets provided for consumer identification. Emphasis continued to be stressed with the first decision-maker in purchasing Maine potatoes, the chain buyer, institutional buyer and wholesale broker.

The Commission utilized industry trade dinners, appearances at trade shows, appearances by Maine Potato Queen Aimee Good and a broadened program of consumer information featuring spokesperson personality, Brittany Baker, to carry a strong message of Maine potatoes to the consuming public in the Northeast market area. The merchandising effort was broadened by adding a part-time merchandiser to service Southeast and Western fringe areas of the market, which complemented the merchandising program in effect in the New York-Boston corridor area.

*Promotional Events:* During the 1982-83 fiscal year, the Maine Potato Commission exhibited at the Eastern States Exposition in West Springfield, Mass.; the Produce Marketing Association annual meeting in Phoenix, Arizona; the Pennsylvania Farm Show held at Harrisburg, Pa.; the Maine Agricultural Trades Show at Augusta; the United Fresh Fruit and Vegetable Association annual meeting held in Anaheim, Calif.; and the Northern Maine Agricultural Trade Show held in Presque Isle.

In cooperation with the Maine Potato Export Board, the Commission helped host an international Seed Market Development Seminar in Homestead, Florida, which featured visits to the Maine foundation seed test plots. The seminar was attended by international visitors from 13 Caribbean Rim and South American countries. The Commission also co-exhibited with the Export Board and local manufacturing firms at the International Agricultural Trade Exposition held in Atlanta, Ga. during May, 1983. Programs are also conducted in international seed market promotion including funding of a Telex facility in the offices of the Aroostook Agricultural Centrer and the joint sponsorship of foundation seed test plots in five Central and South American countries.

*Advertising:* The advertising program for the Maine potato industry during 1982-83 was conducted with the consulting services of the Jackson Advertising Corp. of Portland, Maine. A new line of recipe kits, color and theme coordinated with point-of-sale information, was prepared and distributed. 250,000 recipe leaflets were purchased for the effort. The Brittany Baker trade personality was employed for 25 days and in-market newspaper interviews and television appearances were held in 24 key market area cities. The advertising agency estimates nearly 7½ million consumers were reached through the Brittany Baker promotion program. Media advertising was directed through produce journals, including The Packer, and Produce News, the Potato Chip/Snack Food magazine, the Restaurant and Business News and Trade publkication, and the Potato Journal of the Potato Association of America. The Commission also prepared, printed and distributed to a special produce industry mailing list three issues of its potato industry Hotline, detailing market news and promotional developments featured by the Maine potato industry. During 1982-83, the Maine Potato Commission won Maine advertising awards for its radio commercials featuring Brittany Baker and its trade advertising published in the produce press.

The Potato Commission merchandising program featured visits from Portland on the North to Miami on the South through the work of three part-time merchandising personnel. Over 1,000 merchandising market visits to wholesale and retail trade outlets for Maine potatoes were made by the merchandising team during the market season. Merchandising visits included the promotion and distribution of new point-of-sale advertising kits which found their way into over 7,000 retail grocery chain stores during the market period. The merchandising effort also coordinated closely with the Maine Quality Bag promotion program and literature on the new Maine grades was distributed as part of all merchandising visits.

Promotional assistance monies totaling $3700 were directed towards chains and cooperative grocery firms to assist them in developing advertising logos and flyers featuring Maine potatoes. Twenty-three chain groups participated in the program and the advertising flyers featuring Maine potatoes reached in excess of four million consumers in the Northeast market area.

*Market Education Programs:* The Market Education Committee of the Maine Potato Commission sponsored several market development activities during the just completed year. A very successful cooperative farmer market tour was held in the New England-New York marketplace and a 4th Annual Maine Chip Potato Grower Educational Seminar was sponsored for two days in Bangor, Maine. In addition, several programs in conjunction with the Cooperative Extension staff and the Maine Agricultural Experiment Station staff on pesticide information, anti-potato bruising programs, potato storage educational tours and field day events, were participated in by the Commission staff and membership.

*Research Programs:* During fiscal year 1982-83, the Maine Potato industry tax supported $111,557 of research through the Maine Agricultural Experiment Station and the USDA staff research team headquartered in Maine. $74,000 was directed to the Maine Potato Breeding Project, $7,000 was directed to studies in food science, and $30,557 was directed at research on improving crop resistance and prevention of potato disease and insect problems in Maine.

*Other Programming:* During 1982-83 Maine potato tax monies were also made available to the operation of the Maine Potato Sales Association, the Maine Potato Blossom Festival, the Agricultural Bargaining Council, and to the Maine Potato Council, which receives 20% of potato industry tax funds. The Potato Commission cooperated closely with the Maine Potato Industry Long Range Planning Committee in participating in programs for implementation of redevelopment of the Maine potato industry. In addition, the Executive Director of the Commission has served as secretary of that committee during its operations. Office facilities and clerical assistance were provided to the Maine Potato Export Board, which functions in close cooperation with the promotional programs of the Maine Potato Commission. Secretarial support and cooperation were also rendered the Maine Russet Potato Marketing Order program and clerical support was provided the Maine Potato Sales Association during the past fiscal year. The Executive Director of the Maine Potato Commission has also provided leadership to the Maine Potato Blossom Festival, the Northern Maine Agricultural Trade Show, the Northern Maine Fair, the Export Development Committee of the National Potato Promotion Board and the Managers Advisory Council of the National Potato Council. The Maine Potato Commission has maintained active membership and provided cooperation for the programs of the National Potato Promotion Board, the National Potato Council, the United Fresh Fruit and Vegetable Association, The Potato Association of America, the Maine Plantfood Educational Society, the Maine Sports Hall of Fame, the Produce Marketing Association, the Potato Chip/Snack Food Association and the Maine Development Foundation.

**PUBLICATIONS:**

Laws relating to the Maine Potato Commission (mimeographed—free)
Maine Potato Recipe booklets (printed—free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE POTATO COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 58,749 | | 58,749 | | | |
| Health Benefits | 2,677 | | 2,677 | | | |
| Retirement | 10,680 | | 10,680 | | | |
| Other Fringe Benefits | 306 | | 306 | | | |
| Other Contractual Service | 155,023 | | 155,023 | | | |
| Rents | 4,592 | | 4,592 | | | |
| Commodities | 1,964 | | 1,964 | | | |
| Grants—Subsidies—Pensions | 282,013 | | 282,013 | | | |
| Transfers to Other Funds | 26,058 | | 26,058 | | | |
| **TOTAL EXPENDITURES** | 542,062 | | 542,062 | | | |

# MAINE POTATO MARKETING COMMITTEE

## STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1953 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 013; *Citation:* 7 M.R.S.A., Sect. 995

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine Potato Marketing Committee's purpose is to correlate potato marketing, to provide for uniform grading, to develop new markets, to establish orderly marketing procedures and to eliminate or reduce economic waste in the marketing of potatoes, upon the issuance of a marketing order. Such order is effective only upon approval of two-thirds of Maine's potato producers participating in a referendum for that purpose.

**ORGANIZATION:** The Maine Potato Marketing Committee was authorized in 1953 pursuant to the Maine Potato Marketing Act. The Committee consists of 8 members, of whom 5 shall be producers and 3 shall be handlers. For each member of the Committee there must be an alternate who shall have the same qualifications as the member. Persons selected as Committee members or alternates to represent producers shall be individuals who are producers in the respective district from which selected or officers or employees of a corporate producer in that district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers shall be individuals who are handlers in the State or officers of employees of a corporate handler in this State and such persons must be residents of the State.

**PROGRAM:** The Maine Potato Marketing Committee was constituted for the first time since authorization by the establishment of a Maine Russet Potato Marketing Order in August 1979. The Committee's responsibility is limited to the marketing of russet varieties of Maine potatoes.

An amendment to the marketing order was adopted during the 1982-83 shipping season which clarified certain definitions and permitted to packaging and marketing of size "B" russets in consumer packages on an experimental basis.

**FINANCES, FISCAL YEAR 1983:** This unit did not receive or expend funds in FY 83.

# POTATO MARKET IMPROVEMENT COMMITTEE

## STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

*Central Office:* 744 Main Street, Presque Isle *Telephone:* 764-6119
*Mail Address:* 744 Main Street, Presque Isle, Maine 04769

*Established:* 1981 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 329; *Citation:* 7 M.R.S.A., Sect. 972

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Potato Market Improvement Committee's purpose is to help stimulate the improvement of the potato industry, to advise the Commissioner on the development and implementation of improved potato marketing systems, particularly storages and central packing facilities; and to advise the commissioner concerning funding and expenditures of the Potato Market Improvement Fund.

**ORGANIZATION:** The Potato Market Improvement Committee was created in 1981. The committee consists of 8 members appointed by the Commissioner, of whom one member represents the University of Maine; one member represents the Maine Potato Council; one member represents the Maine Potato Commission; one member represents the Maine Potato Sales Association; one member represents the Farmers Home Administration; one member represents the Farm Credit Service; one member represents the State Development Office; and one member represents the public.

**PROGRAM:** The Committee's principal responsibility is to advise the Commissioner of Agriculture on the disposition of loan funds made available through the sale of State revenue bonds. Pursuant to the Committee's Advice, the Commissioner adopted rules outlining the criteria for loans in four separate areas: sprout inhibition, storage retrofits, facility expansions, and new facility construction. During the year $3 million in bonds were sold to finance projects and the loan program began operation.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Department of Agriculture, Food and Rural Resources.

## DIVISION OF POULTRY AND LIVESTOCK

### JOHN A. SMILEY, DIRECTOR

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1919 *Sunset Review Required By:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001L; *Citation:* 7 M.R.S.A., Sect. 3

*Average Count—All Positions:* 13 *Legislative Count:* 10

**PURPOSE:** Principal functions of the Division of Poultry and Livestock Production are to prevent the introduction and spread of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to man either directly or indirectly and those of greatest economic importance; to maintain fair and equitable practices in the buying and selling of poultry and livestock and to suppress practices in those transactions which tend to minimize the elimination of diseased and unfit animals; to supervise and maintain the State-Federal laboratory for disease control purposes; to assist the secretary of the Board of Veterinary Examiners; and to promote animal husbandry in this State.

**ORGANIZATION:** The Division of Animal Industry was established in 1919 as a unit of the Department of Agriculture. Under the Maine Agricultural Development Act of 1980 the name was changed to Poultry and Livestock Production in the Bureau of Agricultural Productions. The new Bureau is responsible for functions directly related to the development and maintenance of the State's food and fiber production capabilities and with the responsibilities of disease control of livestock and poultry in the State. The State Board of Veterinary Medicine was placed within the Department of Agriculture in legislation effective October, 1973, and the clerical aspects of the Board were assigned to this Division.

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created the Division of Animal Industry, effective July 3, 1980.

**PROGRAM:** The program of the Division is implemented in the following facets.

**Control of Livestock and Poultry Diseases.** Division of Animal Industry personnel provide professional and technical direction necessary to control livestock and poultry diseases and to supervise veterinarians in surveillance programs to amply protect livestock and poultry. One new program of the Division concerns cattle imported into the State, which must be negative to Brucellosis and Tuberculosis tests within thirty days of importation, with retest conducted within thirty days after importation. All equine must be negative to the Coggins test within six months of date of entry. Other reportable diseases are in the surveillance program presently being conducted. In addition to the above duties, Division veterinarians are assisting the State Harness Racing Commission in collecting urine, blood or saliva from the several racetracks in the State.

**Maine Production and Pullet Test.** Section 79 of H.P. 1936—L.D. 1988, An Act Relating to Periodic Justification of Departments and Agencies of State Government under the Maine Sunset Law repeals Resolve 1929, c.153, Resolve 1929, c. 153 appropriated funds for the Maine Production and Pullet Test.

**Agricultural Fairs.** The Division provides the professional and technical direction necessary to insure agriculture fair stipend data consistent with statutory responsibilities as well as assistance to agricultural fairs receiving monies from stipend funds and facilities improvement funds.

**Livestock Promotion.** The Division will provide technical and professional direction to promote animal husbandry in the State. A Sheep Development Specialist has been provided to coordinate the sheep industry and implement the Sheep Development Plan.

**LICENSES, PERMITS, ETC.:**

License:
- Swine Garbage Feeders
- Livestock & Poultry Dealers

Permit:
- Transportation

Certificate:
- Health

**PUBLICATIONS:**

Suggested Guidelines in Managing Maine's Most Common Infectious and Parasitic Disease of Livestock. (free)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $383,234 in FY 83 and are, by administrative decision, included with those of Bureau of Agricultural Production.

## BUREAU OF AGRICULTURAL PRODUCTION

### PETER N. MOSHER, DIRECTOR

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333
*Established:* 1980 *Sunset Review Required By:* June 30, 1990
*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001P; *Citation:* 7 M.R.S.A., Sect. 3
*Average Count—All Positions:* 2 *Legislative Count:* 2

**PURPOSE:** The Bureau of Agricultural Production was established by the Agricultural Development Act of 1980 to provide increased capability for the development of livestock and crop enterprises as well as feed and cover crops, oil crops, and vegetables. To carry out this responsibility, the Bureau has developed programs to prevent, control and eliminate plant and animal diseases; to develop and expand production of the livestock, poultry and plant industries in the State; and to encourage improved potato production and promising new field crops; and to generally promote horticulture and animal husbandry.

**ORGANIZATION:** To conduct and administer these programs, the Bureau is organized into two divisions: the Division of Poultry and Livestock, and the Division of Plant Industry. The Division of Poultry and Livestock has primary responsibility for the prevention of contagious diseases among domestic animals, for promotion and development of livestock production, and for supervision of the Federal-State disease control laboratory. The Division of Plant Industry has three major activities; certification of seed potatoes, general horticulture, and crop development and promotion.

**PROGRAM:** Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF AGRICULTURAL PRODUCTION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds (incl Federal) | Highway Fund | Special Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 649,700 | 339,454 | 261,516 | | 48,730 | |
| Health Benefits | 27,471 | 11,665 | 13,590 | | 2,216 | |
| Retirement | 103,417 | 54,130 | 41,507 | | 7,780 | |
| Other Fringe Benefits | 4,542 | 2,172 | 2,063 | | 307 | |
| Computer Services—State | 28 | | 28 | | | |
| Other Contractual Service | 204,448 | 97,040 | 98,368 | | 9,040 | |
| Rents | 11,400 | 4,500 | 6,900 | | | |
| Commodities | 51,680 | 23,837 | 27,815 | | 28 | |
| Grants—Subsidies—Pensions | 13,994 | 12,000 | | | 1,994 | |
| Equipment | 3,376 | | 3,256 | | 120 | |
| Transfers to Other Funds | 93,459 | 75,000 | 16,198 | | 2,261 | |
| **TOTAL EXPENDITURES** | 1,163,515 | 619,798 | 471,241 | | 72,476 | |

# BUREAU OF PUBLIC SERVICES

## DANIEL HARLAN, ACTING DIRECTOR

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3871
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1980 *Sunset Review Required By:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001S; *Citation:* 7 M.R.S.A., Sect. 3

*Average Count—All Positions:* 0 *Legislative Count:* 1

**PURPOSE:** The Bureau of Public Services was established as part of the Agricultural Development Act of 1980 to consolidate regulatory and consumer protection responsibilities.

**ORGANIZATION:** The Bureau includes the Division of Regulations (formerly Inspections), the (Office of) Sealer of Weights & Measures, the Division of Animal Welfare, the Animal Welfare Advisory Board, and the Maine Milk Commission, all of which report separately in this annual report.

**PROGRAM:** The Division of Regulations includes a variety of inspection services designed to provide consumer protection in the marketplace. It inspects retail food stores, milk plants, dairy farms, farm water supplies, milk products, and agricultural products to assure they are fairly identified with respect to labeling and grade. The Division also is responsible for registering feeds, fertilizers, and agricultural seeds, assuring accuracy in labeling and for administering the Returnable Container Law. Within this Division is the Weights & Measures program which assures uniformity in commercial transactions where measurement is used to determine quantity.

The Division of Animal Welfare enforces the state laws relating to humane treatment of agricultural livestock and domesticated and wild animals. The program is serviced by humane agents statewide who respond to complaints concerning inhumane treatment of animals. The Division also administers the licensing of dogs in the State.

The Maine Milk Commission establishes minimum producer, wholesale, and retail prices for milk; it is funded entirely by producer and dealer fees.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| **BUREAU OF PUBLIC SERVICES** | **TOTAL FOR ALL FUNDS** | **General Fund** | **Special Revenue Funds (incl Federal)** | **Highway Fund** | **Special Federal Funds** | **Misc. Funds** |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 677,130 | 534,376 | 142,754 | | | |
| Health Benefits | 30,702 | 24,543 | 6,159 | | | |
| Retirement | 102,676 | 80,095 | 22,581 | | | |
| Other Fringe Benefits | 5,967 | 4,862 | 1,105 | | | |
| Other Contractual Service | 387,700 | 239,427 | 148,273 | | | |
| Rents | 15 | 15 | | | | |
| Commodities | 20,490 | 4,835 | 15,655 | | | |
| Grants—Subsidies—Pensions | 12,688 | 10,653 | 2,035 | | | |
| Equipment | 721 | | 721 | | | |
| Transfers to Other Funds | 11,311 | | 11,311 | | | |
| **TOTAL EXPENDITURES** | 1,249,400 | 898,806 | 350,594 | | | |

# DIVISION OF REGULATION

### CLAYTON F. DAVIS, DIRECTOR

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3841
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1919 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001B; *Citation:* 7 M.R.S.A., Sect. 3

*Average Count—All Positions:* 50 *Legislative Count:* 18

*Organizational Units:*
(Office of) Sealer of Weights and Measures

**PURPOSE:** The Division of Regulation was established to ensure a safe and adequate food supply for citizens of the State of Maine and to protect the public economically through the proper administration of the State food and weights and measures laws. Its primary responsibilities are to inspect all foods, food processing establishments, farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and hazardous substances and to perform the duties of the State Sealer of Weights and Measures.

The Division is also responsible for the Branding Law, continuing surveillance of the "Returnable Container Law" and bottle redemption centers. Furthermore, it causes to be sampled and analyzed all of the items it inspects. The Division answers consumer complaints on food items, and analyzes all suspicious products.

The Division works in cooperation with the Federal Food and Drug Administration on recall of products, and constructively inspects to benefit the industry and the consumer.

**ORGANIZATION:** The Division of Inspections, created in 1919, was renamed Division of Consumer Protection in 1967, with the original designation restored by 1972 State government reorganization legislation. In 1980 the Division received its present name.

The State Sealer of Weights and Measures was first authorized in 1839, and in 1911, the Commissioner of Agriculture was named to serve as the State Sealer.

**PROGRAM:**

**Food Program.** The program administers and enforces the inspection and licensing of retail food stores, home food procesing businesses, commercial food processing establishments, food warehouses, mobile food vendors, beverage plants and bottle redemption centers. It is also responsible for enforcement of the Branding Law and the Returnable Container Law. Inspectors have the responsibility to assist food business in order to insure proper compliance.

**Sardine Program.** This program insures continual inspection of packing plants during canning operations. Sardines are sampled before and after packing. Finished products are graded in compliance with grading standards established by the industry.

**Blueberry Program.** The Blueberry Inspection Program is seasonal. Inspectors are responsible for in-plant sanitation and blueberry maggot control.

**Dairy Inspection.** The program is responsible for the Inter-State Milk Shippers Program and the Pasteurized Milk Ordinance Code. Dairy farms are inspected two times a year and milk processing plants four times a year. Pasteurization equipment is tested and sealed, milk products sampled, farm bulk tanks calibrated and farm calls are made to offer assistance on construction of buildings, installation of equipment and operation of water supplies. Calls are made at plants to offer similar assistance. Licenses are issued to milk dealers in and out of state. Bulk milk handlers and their equipment are inspected to insure proper producer samples. Wholesale frozen dessert (ice cream) manufacturers are inspected and licensed yearly. Producer composite samples are checked to assure proper testing. Two inspectors are FDA Certified Milk Sanitation Rating Officers.

**Feed Program.** This program includes the regulation of all animal feeds (livestock, poultry, dogs, cats and specialty pets). A product registration and sampling program is maintained to determine any adulteration and/or misbranding of products being distributed in the state.

**Seed Program.** The seed program is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. Compliance is maintained through market inspection and seed sample analysis.

**Fertilizer Program.** The fertilizer program involves the regulatory control of the sale and distribution of plant food products. It maintains a registration and sampling program

**LICENSES, PERMITS, ETC.:**

- License:
  - Seed
  - Weighmasters
  - Weighing Device Dealers & Repairmen
  - Milk Dealers
  - Babcock Testers
  - Food Establishment
  - Beverage Plants
  - Wholesale Frozen Dairy Products
  - Redemption Centers
  - Sardine Packers
- Registration:
  - Fertilizer Products
  - Feed Products
- Certificate:
  - Certificate of Competency
- Permit:
  - Blueberry Processors and Packers

**PUBLICATIONS:**

- Laws:
  - Feed
  - Food
  - Seed
  - Hazardous Substances Labeling
  - Milk and Frozen Dairy Products
  - Commercial Fertilizer
  - Beverage Containers (all free)
  - Mimeographed rules and regulations pertaining to many of the above laws (all free)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $911,200 in FY 83 and are, by administrative decision, included with those of Bureau of Public Services.

# DIVISION OF RESOURCE DEVELOPMENT

## CHAITANYA YORK, DIRECTOR

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1980 *Sunset Review Required By:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001F; *Citation:* 7 M.R.S.A., Sect. 3

*Average Count—All Positions:* 3 *Legislative Count:* 3

**PURPOSE:** The Division of Resource Development was established as a result of the Agricultural Development Act to define and structure programs addressing the Department's new role in rural and resource development.

Its purpose reflects the belief, first established by the Commission on Maine's Future and later adopted by Governor Brennan, that Maine's wealth and the basis for its economic development is its natural resources. The Maine Food & Farmland Study Commission spent almost two years in study and hearings throughout the State and the objectives of the Division are directly traceable to their findings. The Commission discovered alarming trends affecting both the agricultural economy and the quality of rural life.

These trends are interrelated with national trends and include abandonment of farming, loss of farmland to competing uses, fiscal constraints to entrance and expansion of farming, high cost of energy, erosion of prime soil, and expensive and geographically vulnerable transportation. A broad cross section of the agricultural community, including traditional commodity farmers, small and part-time farmers, organic farmers, legislators, as well as the Governor join the Commission in a commitment to encourage farming and rural development as a strategy for achieving an adequate food supply and a healthy rural economy.

While the Department's other Bureaus (Production and Marketing) focus primarily on relatively large commercial agriculture, this Division gives special emphasis to the increasing needs of small and part-time producers. Areas of concern include involvement in small farm organizations, small farm marketing, cooperative formation, agricultural education, energy issues, and farmland preservation.

The Division is charged with developing programs and services to meet the following objectives: to cooperate with the Soil & Water Conservation Commission in establishing and implementing measures which conserve soil fertility and retard soil loss; to identify effective methods of farmland preservation and provide implementation assistance; to identify and support those measures which contribute to the success of small and part-time farmers; to facilitate effective utilization of natural resources, such as peat and waste products for agricultural uses as fertilizers or soil conditioners; to encourage entrance into farming by young people through identifying constraints and establishing measures to overcome them; to encourage the conservation and development of both conventional and alternative energy sources in agriculture by providing technical assistance, exchange of information, and funding assistance; to increase participation of the banking community in both expansion and entrance into farming by identifying and resolving constraints to farm financing; and to expand education and public awareness of agriculture, food production systems, and rural society; prepare young people to enter farming; and improve skills of practicing farmers by instituting agricultural education—K through 12—increasing secondary and post-secondary vocational education; and encouraging adult education in agriculture and rural life.

**ORGANIZATION:** The Division is involved in various developmental programs and enjoys the cooperation of numerous groups in completing this work. In addition to the regular Departmental staff numerous volunteers and students work with the Division on various projects. This special staff has included two part time positions from the Senior Community Service Project, three project positions through the Public Service Fellows Program, one "work study" intern from the University of Maine, two people from the Retired Senior Volunteer Program, and short term student volunteers.

**PROGRAM:**

**Energy Use in Agriculture.** The following projects were identified and are guided by the Energy Use in Agriculture Steering Committee.

*Energy Audits* — A two stage dairy farm audit was developed and six test audits, involving numerous farm visits, were completed. A computerized audit form which can be mailed to farmers for ease of response is now being prepared. A new vegetable farms audit team with representatives from the Department, Cooperative Extension Service, Office of Energy Resources, and producers has started developing a vegetable audit.

By the end of the year a Maine Farms Audit Service will be available to farmers interested in energy savings. This project is supported by a volunteer hired through the Senior Citizens Service Project (S.C.S.P.) who receives, reviews, and screens audits, and completes basis calculations to determine energy savings.

*Catalogs and Slide Shows*—With the assistance of a University Year In Action student from the University of Maine at Orono, information was collected for a catalog the latest developments in energy conservation and production on Maine farms. Two slide shows, one outlining energy use and auditing on Maine dairy farms, and the other presenting the latest innovations for producing and conserving energy on Maine farms have been presented to various organizations including community groups at the Agricultural Trade Show and staff and students at the University of Maine and are available on loan to the public.

*Methane Digester* — A multi-discipline subcommittee with representatives from the public and private sector has researched methane digesters and worked in cooperation with a local farmer to document his construction of the first digester in Maine. Digester functions have been monitored and the findings documented with a slide show and handbook. The handbook should be particularly helpful to farmers and service people interested in building digesters. It includes an outline of the construction process, digester costs, and a resource directory.

*Farm Energy Articles* — A continuing series of articles concerning latest developments in cost efficiency equipment and energy saving practices was initiated. These articles were written for distribution to agricultural publications.

*Farm Apprenticeship and Generational Transfer* — In the summer of 1982, 25 apprentices were placed on Maine farms. One day long training workshop in farm equipment operation and maintenance and a two day workshop in farm management and farm financing were held. Apprentices were placed on dairy farms and diversified operations during the winter program as well. In the summer of 1983, 34 apprentices have been placed on various Maine farms for the summer program and contracts including learning objectives have been completed with participants. Workshops have been held in farm equipment maintenance and operation, farm safety, and farm management. Farmers and apprentices were surveyed regarding the '82 program and the results were most favorable. Program recommendations were prepared. Recruitment for the '83 program included contacts and presentations at State universities and colleges and farm organizations. A slide show has been prepared for presenting the program. The '84 program also includes some consultation for farmers interested in transferring farms between generations. A Senior Citizen Service Project (SCSP) volunteer is coordinating the program development with assistance from a clerical person from SCSP.

*Small Farmers* — The Division continues to work with numerous small farm groups, e.g. Maine Small Farm Association, Small and Part-time Farmers Advisory Committee, Maine Organic Farmers and Gardeners Association, Cooperative Extension Service, The Maine Idea, in developing small farms programs in management and technical training, organizational development, and research.

A small farms advisory committee will be formed this fall to assist the Division in program development. The Division has cooperated with numerous groups in organizing various training programs including a highly successful Small Farm Management course and farm equipment workshops. The Division worked with the Maine Small Farm Association, Central Maine Vocational Technical Institute, and the Department of Education in organizing a pilot small farms curriculum at CMVTI and the Waldo Vocational Center. The courses included Small Farms Ag. Mechanics I and Farm Weeding. The Division cosponsored a workshop on Season Extension with the Maine Small Farm Association. Training programs planned for the winter include 3 additional management courses and a livestock conference.

The Division has collected data on small farming in Maine and has prepared a slide show on Small Farming in Maine. The Division will also be updating a directory of resources for people entering farming.

The Division has participated on two sub-committees of the Governors' and Premiers' Committee on Small Scale Agriculture and provided major staff support in developing a regional Small Farm T.V. series. (This project was originally proposed by the Small and Part-time Farmers Advisory Committee to the university.)

*Funding Development* — The Division provided development assistance to the Foundation for Permanent Agriculture, an agricultural foundation with the purpose of funding educational and research activities in Maine. Funding was obtained for an Executive Director and a memorandum of agreement was signed with the Department of Agriculture, Food and Rural Resources to provide office space. The Division is working with the F.P.A. and other groups in developing various projects, e.g. a pilot public schools agricultural curriculum K-8, Waste Management study.

*Waste Management* — Waste management research has been initiated and will include completion of an inventory and economic feasibility study regarding waste products (sludges, ashes, processing wastes) and naturally occurring materials (rock powders, seaweed, peat) which have known or potential uses in agriculture. The study will be completed by the fall of '84.

*Volunteerism* — Volunteers have made substantial contributions to this Division. The Apprenticeship Program, Energy Audit Program, Waste Management study, and energy catalog and slide shows are developed in major part by volunteers from the University Year in Action students and a VISTA worker. We have recently hired another Senior Citizens Project volunteer to work on entrance to farming activities and have also hired another SCSP volunteer to assist us in developing the audit program. A University of Maine at Orono intern is working with us on a Small Farms program and numerous interns from the Center for Human Ecology Studies will continue assisting us with development projects this fall, winter, and spring. Three citizens from the Retired Service Volunteer Program also assist us on a regular basis.

A number of projects that we have worked on in the last year and a half have been developed with the advice of volunteer committees. To date, we have utilized an Energy Use in Agriculture Task Force and Steering Committee, an Apprenticeship Steering Committee, and Peat Task Force each of which functions on an ad hoc basis until the project is completed. Had we paid for this volunteer staff and advice at competitive rates, the cost to the Department would have exceeded $50,000.

**PUBLICATIONS:**
"Report of Energy Use in Agriculture Task Force"
"Farm Financing in Maine"

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $73,000 in FY 83 and are, by administrative decision, included with those of Bureau of Agriculture and Rural Resources.

## BUREAU OF AGRICULTURAL AND RURAL RESOURCES

### ESTHER LACOGNATA, DIRECTOR

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333

*Established:* 1980 *Sunset Review Required By:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 001R; *Citation:* 7 M.R.S.A., Sect. 3

*Average Count—All Positions:* 3 *Legislative Count:* 2

**PURPOSE:** The Bureau of Agricultural and Rural Resources reflects a new thrust of the Department as defined in the Agricultural Development Act of 1980. Its purpose is to enhance Maine's agriculture and quality of rural life through programs to increase utilization of agricultural resources, resource conservation, farmland preservation, survival and prosperity of the family farm, entrance to farming, and agricultural education. The Bureau staff address these concerns through membership and participation in several inter-agency committees including the Governor's Rural Development Committee, the Land and Water Resources Council and the USDA Rural Development Committee. The Bureau also supports and facilitates the organization of farm interests groups, and provides these groups with services needed to more effectively function.

The Bureau includes the new Division of Resource Development, the Soil and Water Conservation Commission, the Pesticides Control Board and the Harness Racing Commission. A representative of the USDA Agricultural Cooperative Service is allied with this Bureau.

Most functions and projects of the Bureau are the responsibility of a particular division, though some are Bureau-level responsibilities.

The Bureau is responsible for coordinating the Department's functions in administering the Agricultural Fairs Stipend Fund. The 110th Legislature temporarily transferred from the Soil and Water Conservation Commission to the Commissioner, the administration of the Neglected, Abandoned and Inspection of Dams Acts.

**ORGANIZATION:** The Bureau has four divisions, three of which provide staff for appointed Boards and Commissions. The specific functions and programs of each are described separately in this report.

**PROGRAM:** The activities of the Bureau are for the most part described under its Divisions.

The following three projects were undertaken by the Bureau Director, either because the Divisions were not yet staffed or as in the case of the Stipend Fund it is a responsibility of the Bureau Director and not any of its divisions.

1. Initiate and coordinate compiling a mailing list and conducting a survey in cooperation with the University of Maine Experimental Station and Extension Service.
2. This year the Bureau sponsored the preparation of a instrument to evaluate the quality of agricultural fairs. It is being pretested by fair association representatives.
3. Attempted to coordinate a field demonstration of water management in Aroostook County but failed due to the lack of funds.
4. Coordinate the responsibilities of the Department with respect to agricultural fairs, this year. This Bureau is also now responsible for preparing and distributing a brochure on agricultural fairs.
5. Was actively involved in the development of legislation to transfer the administration of Abandoned and Neglected Dams to the Department of Environmental Protection.

**LICENSES, PERMITS, ETC.:**

Registration of Dams pursuant to 12 MRSA, Sect. 303
Licensing of Agricultural Fairs pursuant to 7 MRSA, Sect. 65

**PUBLICATIONS:**

*Peat Task Force Report*
(1981) — Available in Deering Bldg., Room 326
*A Proposal "Field Trial of Water Management In Aroostook County Potato Culture"*
(1982) — Available free
*How to Organize Agricultural Marketing Cooperatives* (free)
*The Relationship Between Harness Racing And Agricultural Fairs in Maine,* January, 1982 (free)
*Maine Agricultural Fairs 1983* — free

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF AGRICULTURAL AND RURAL RESOURCES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 100,168 | 91,759 | | | 8,409 | |
| Health Benefits | 4,023 | 3,801 | | | 222 | |
| Retirement | 16,624 | 15,300 | | | 1,324 | |
| Other Fringe Benefits | 580 | 531 | | | 49 | |
| Other Contractual Service | 20,587 | 19,632 | | | 955 | |
| Rents | 607 | 607 | | | | |
| Commodities | 2,506 | 2,329 | | | 177 | |
| Equipment | 1,571 | | | | 1,571 | |
| Transfers to Other Funds | 436 | | | | 436 | |
| TOTAL EXPENDITURES | 147,102 | 133,959 | | | 13,143 | |

# (OFFICE OF) SEALER OF WEIGHTS AND MEASURES

**STEWART N. SMITH, STATE SEALER**
**GAYLON M. KENNEDY, Deputy State Sealer**

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3621
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333
*Established:* 1839 *Sunset Review Required by:* June 30, 1990
*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 004; *Citation:* 10 M.R.S.A., Section 2401
*Average Count—All Positions:* 10 *Legislative Count:* 11

**PURPOSE:** To protect the public economically through the proper enforcement of the State weights and measures laws.

**ORGANIZATION:** The Commissioner of Agriculture is, by statute, the State Sealer of Weights and Measures. The Weights and Measures Supervisor within the Department is in charge of the Weights and Measures section of the Division of Regulations, and serves as the Deputy State Sealer. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Regulations.

**PROGRAM:** The Division of Regulation's section on Weights and Measures is responsible for all standards of weights and measures with continual certification by the National Bureau of Standards. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check of packages put up prior to sale for correct labeling and correct net weight and measure.

The State standards of weights and measures maintain traceability through the National Bureau of Standards.

It is responsible for uniform standards for the measurement of wood, and the verification of radar guns used by the State and local police to monitor excessive speeding.

**LICENSES, PERMITS, ETC.:**

Weighmasters
Weighing Device Dealers and Repairmen

**PUBLICATIONS:**

Laws pertaining to Maine Weights and Measures (free)
Established Fees for Testing Weighing and Measuring Devices (mimeographed—free)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $205,100 in FY 83 and are, by administrative decision, included with those of the Division of Regulation.

# STATE SOIL AND WATER CONSERVATION COMMISSION

**JOHN P. FOGLER, CHAIRMAN**
**FRANK W. RICKER, Executive Director**

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-2666
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333
*Established:* March 25, 1941 *Sunset Termination Scheduled to Start by:* June 30, 1984
*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 019; *Citation:* 12 M.R.S.A., Sect. 51
*Average Count—All Positions:* 3 *Legislative Count:* 3

**PURPOSE:** The State Soil and Water Conservation Commission was established to provide for the protection, proper use, maintenance and improvement of the soil, water and related natural resources of the State of Maine. The primary responsibilities of the Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and Federal agencies, to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various Federal agencies; to coordinate the Small Watershed program statewide; to coordinate the Resource Conservation and Development Programs.

**ORGANIZATION:** The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed the State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio; Dean of the College of Life Sciences and Agriculture of the University of Maine, Commissioner of Agriculture, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, and Commissioner of Marine Resources; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

The sixteen Soil and Water Conservation Districts (SWCD) in Maine and their office locations by respective Area are as follows:

Area I
Central Aroostook SWCD, Presque Isle
Southern Aroostook SWCD, Houlton
St. John Valley SWCD, Fort Kent

Area II
Washington County SWCD, Machias
Hancock County SWCD, Ellsworth

Area III
Penobscot County SWCD, Bangor
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan

Area IV
Kennebec County SWCD, Augusta
Knox-Lincoln SWCD, Rockland; and
Waldo County SWCD, Belfast;

Area V
Androscoggin Valley SWCD, Auburn
Franklin County SWCD, Farmington
Oxford County SWCD, South Paris

Area VI
York County SWCD, Sanford
Cumberland County SWCD, Westbrook

With the approval of the Commissioner of Agriculture, the Commission employs an Executive Director and such other employees as it may require.

**PROGRAM:** The accomplishments of the State Soil and Water Conservation Commission are apparent in conservation practices applied to the land of the more than 11,820 private landowners signed up as cooperators with Maine's sixteen Soil and Water Conservation Districts. During FY 82, 6,264 + landowners were assisted for a total of 17,234 services to individuals in efforts to control erosion and other soil and water problems. New conservation plans were drawn up for 123,263 acres of land raising the total State acreage covered by conservation plans to 1,724,410 acres.

The Commission and Districts reviewed and evaluated over 538 applications submitted to the Department of Environmental Protection, Land Use Regulation Commission, State Planning Office, and the Department of Inland Fisheries and Wildlife during the past year. The recommendations proposed by the Commission often become conditions of approval in the permits granted through these applications; for example, the present DEP policy on topsoil mining was written by the Commission's Soil Scientist. Commission review involves the following considerations:

1. Suitability of Soils
2. Erosion and Sediment Control
3. Relation to Floodplains
4. Stormwater Management and Drainage
5. Protection of Prime Agricultural Lands where Appropriate.

The Commission employed 6 work-study students to assist Districts with the heavy summer workload. The Commission developed an annual plan of action for use in measuring accomplishments under their long range plan.

During the past year a joint effort by the Commission and Districts has resulted in an award of $100,000 to the Commission's 83-84 budget to be used to fund special projects proposed by the Districts on a competitive basis. The Commission will be developing criteria for the award of these types of special project grants. These guidelines will have to be adopted through the Administrative Procedures Act process.

**PUBLICATIONS:**

Soil Suitability Guide for Land Use Planning in Maine
Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land
Soil Surveys—The Municipal Officer's Good Right Hand
Maine Guidelines for Septic Tank Sludge Disposal on the Land
Native and Introduced Wildlife Shrubs of Maine
Environmental Quality Handbook
Conservation Needs Inventory—Maine
Soil and Water Conservation Long Range Plan
Maine Association of Conservation Districts—affiliate Membership Brochure

All above publications are free.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE SOIL AND WATER CONSERVATION COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 64,166 | 64,003 | 163 | | | |
| Health Benefits | 2,447 | 2,447 | | | | |
| Retirement | 11,087 | 11,087 | | | | |
| Other Fringe Benefits | 407 | 407 | | | | |
| Computer Services—State | 33 | 33 | | | | |
| Other Contractual Service | 23,701 | 20,495 | 3,206 | | | |
| Rents | 81 | 81 | | | | |
| Commodities | 345 | 325 | 20 | | | |
| Grants—Subsidies—Pensions | 33,600 | 33,600 | | | | |
| Transfers to Other Funds | 208 | | 208 | | | |
| **TOTAL EXPENDITURES** | 136,075 | 132,478 | 3,597 | | | |

# STATE BOARD OF VETERINARY MEDICINE

**DONALD COLLINS, DVM, PRESIDENT**
**ALLAN R. COREY, DVM,Secretary**

*Central Office:* Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
*Mail Address:* Statehouse Sta. #28, Augusta, Maine 04333
*Established:* February 22, 1905 *Sunset Termination Scheduled to Start by:* June 30, 1990
*Reference: Policy Area:* 01; *Umbrella:* 01; *Unit:* 023; *Citation:* 32 M.R.S.A., Sect. 4854.
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to administer State Board examinations to qualified animal medical technicians and issue certificates of registration; also to issue yearly renewal registration to registered animal medical technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; and to answer correspondence and maintain financial records.

**ORGANIZATION:** The Board of Veterinary Examiners, established in 1905, remained an independent entity until October, 1973, when legislation assigned the Board to the Department of Agriculture. The Division of Poultry & Livestock has the responsibility of assisting the Secretary of the Board in the clerical aspects of his duties by receiving all fees, charges and assessments payable to the Board and accounting for and paying over the same according to the law.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

**PROGRAM:** The Board met eleven times between July 1, 1982, and June 30, 1983. The examination consists of a two day National written section and three days of State oral-practical section. Fifty-two applicants sat for the examination; of this number three failed. Of the twenty-two animal medical technicians that wrote the examination, four failed. The secretary also responded to many governmental forms and questionnaires. Inquiries from drug companies pertaining to registration of Maine veterinarians were answered as well as inquiries from nonresident veterinarians about practice opportunities in Maine.

The Board acted upon occasional written complaints by considering them themselves. The Board is responsible for issuing and setting the fee for annual registration of all veterinarians holding a Maine Veterinary license and also for issuing and setting the fees for Animal Medical Technicians.

**LICENSES, PERMITS, ETC.:**
- Registration:
  - Animal Medical Technicians
- License:
  - Veterinarians

**PUBLICATIONS:** Laws relating to Maine Veterinary Practice—1977. Free

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF VETERINARY MEDICINE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 5,420 | | 5,420 | | | |
| Other Contractual Service | 7,635 | | 7,635 | | | |
| Commodities | 227 | | 227 | | | |
| Transfers to Other Funds | 1,305 | | 1,305 | | | |
| **TOTAL EXPENDITURES** | 14,587 | | 14,587 | | | |

# AFDC COORDINATING COMMITTEE

**DIANA C. SCULLY, (Director, Division of Welfare Employment, Department of Human Services)**

*Central Office:* 235 State Street, Augusta *Telephone:* 289-2636
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* June, 1981

*Reference: Policy Area:* 03; *Umbrella:* 94; *Unit:* 402; *Citation:* 22 M.R.S.A., Sect. 3773

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose of the AFDC Coordinating Committee is to ensure the effective coordination of employment, education, training and support services required by AFDC recipients in order to prepare for, find and keep good jobs.

**ORGANIZATION:** The Committee is comprised of the Commissioners of Human Services, Labor, and Educational and Cultural Services or their designees.

**PROGRAM:** The three Commissioners meet periodically and their designees meet on a monthly basis to discuss and facilitate the coordination of existing resources and institutions.

**FINANCES, FISCAL YEAR 1983:** No funds are appropriated or expended by the AFDC Coordinating Committee.

# ARCHIVES ADVISORY BOARD

**DORRIS ISAACSON, CHAIRMAN**
**EDITH HARY, Secretary**

*Central Office:* 10 Brann Ave., Lewiston *Telephone:* 784-7685
*Mail Address:* 10 Brann Avenue, Lewiston, Maine 04240

*Established:* 1965 *Sunset Review Required by:* June 30, 1981

*Reference: Policy Area:* 00; *Umbrella:* 92; *Unit:* 257; *Citation:* 5 M.R.S.A., Sect. 96

*Average Count—All Positions:* 0 *Legislative Count:* N.A.

**PURPOSE:** The Archives Advisory Board's primary function is to advise the State Archivist in his administration of the law pertaining to archives, and to perform other such duties as may be prescribed by law.

**ORGANIZATION:** The board consists of 9 public members appointed by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

**PROGRAM:** The Archives Advisory Board has met periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules and on administrative matters of concern.

**LICENSES, PERMITS, ETC.:**

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administration decision, included with those of the Maine State Archives.

# STATE BOARD OF ASSESSMENT REVIEW

**H. ALAN TIMM, CHAIRMAN**

*Central Office:* Frederick P. O'Connell Law Offices, Augusta *Telephone:* 622-7574
*Mail Address:* 72 Winthrop St., P.O. Box R, Augusta, Maine 04330

*Established:* 1976 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 90; *Unit:* 136; *Citation:* 36 M.R.S.A., Sect. 486

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The State Board of Assessment Review was established to hear property tax appeals from taxpayers for properties located in a Primary Assessing Area provided the chief assessor of the Primary Assessing Area or the State Tax Assessor for the Unorganized Territory has denied an abatement upon written request by the taxpayer. The Board will hear and determine appeals and have the power to alter or modify any assessment in order that it may conform with the law. The Board may make such review of assessments and order such equalization as may be necessary. Either party may appeal from the decision of the State Board of Assessment Review directly to the Superior Court.

**ORGANIZATION:** The State Board of Assessment Review, as established in 1976, consists of fifteen members appointed by the Governor for terms of 3 years. The membership must be divided among attorneys, real estate brokers and citizens.

**PROGRAM:** The State Board of Assessment Review operates year-round, convening throughout the State for hearings on appeals received by the Chairman of the Board. Three members of the board shall constitute a quorum to hear and act on abatement appeals. Upon receipt of an appeal, the Chairman selects from the list of board members three persons to hear the appeal and notify all parties of the time and place of the hearing. The selection of members for an appeal hearing shall be based upon geographic convenience and availability. The Board had 5 new applications during FY 83 and 5 appeals were considered and disposed of during FY 83.

**PUBLICATIONS:**

State Board of Assessment Review—Rules of Procedure

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF ASSESSMENT REVIEW | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds (incl Federal) | Highway Fund | Special Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,000 | 3,000 | | | | |
| Other Contractual Service | 1,667 | 1,667 | | | | |
| **TOTAL EXPENDITURES** | 4,667 | 4,667 | | | | |

# ATLANTIC STATES MARINE FISHERIES COMMISSION

**IRWIN M. ALPERIN, EXECUTIVE DIRECTOR**
**SPENCER APOLLONIO, Comm. of Marine Resources**

*Telephone:* (202) 387-5331
Central Office: 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036
*Maine Location:* Baker Bldg., 98 Winthrop Street, Hallowell
*Mail Address:* Statehouse Sta. #21, Augusta, Maine 04333

*Established:* May 5, 1942 *Sunset Termination Scheduled to Start by:* June 30, 1985

*Reference: Policy Area:* 05; *Umbrella:* 98; *Unit:* 290; *Citation:* 12 M.R.S.A., Sect. 4603

*Average Count—All Positions:* 0 *Legislative Count:* 0

*Organizational Units:*
All of the 15 Atlantic Coast States.

**PURPOSE:** The Commission's main focus is to provide for better utilization of the fisheries—marine, shell, and anadromous—through an inter-state compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the State-Federal Fisheries Management Program, whose goal is uniform management and protection of the Nation's fisheries resources and viable commercial and recreational fishing industries.

**ORGANIZATION:** The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic Coastal States beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating States are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by its Committee or Commission on Interstate Cooperation, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member States based on the value of their respective catches.

ASMFC operates through sections comprised of groups of states. The North Atlantic, Middle Atlantic, Chesapeake Bay, and South Atlantic Sections deal with matters affecting their respective areas, and the annual meeting addresses matters affecting the entire Commission. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state for that purpose.

**PROGRAM:** To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations.

Contract funds from NMFS are used to reimburse travel expenses of state biologists, managers, and administrators who participate in the various committees that have been established to develop regional management programs for certain Atlantic coast species. Lobster, shrimp, striped bass, American shad and river herring programs are of special concern to Maine.

The Commission, through its Amendment Number One authority, continued to regulate the Northern shrimp fishery in the Gulf of Maine. The ASMFC Northern Shrimp Section, comprised of the Commissioners from Maine, New Hampshire, and Massachusetts, promulgated regulations for the conduct of this fishery for the 1983 season including mesh size regulations.

In recent years the Commission has accelerated, reinforced and promoted its activities in relation to the National Oceanographic and Atmospheric Administration (NOAA) and the National Marine Fisheries Service (NMFS) particularly with respect to the State/Federal Fisheries Management Program and the Grant-In-Aid programs operated under P.L. 88-309, the Commercial Fisheries Research and Development Act of 1964, and P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Other federal programs concerning state fisheries administrators and commercial and sport fisheries monitored by ASMFC include ecologically-oriented MARMAP and MESA programs, Dingell-Johnson Federal Aid in Fish Restoration Act, Coastal Zone Management, administration of the Marine Mammal Act, Endangered Species Act, Fisheries Statistics Program, and other Administration-sponsored fisheries legislation.

In 1976, the Fishery Conservation and Management Act was signed into law, creating P.L. 94-265. This Act provides for exclusive U.S. management authority of all fisheries (except highly migratory species, i.e., tuna) within the 200 mile Fishery Conservation Zone. The legislation also established national standards for conservation and management through creation of eight Regional Fishery Management Councils. ASMFC is represented on all three Atlantic Coast Regional Councils (New England, Mid-Atlantic, and South Atlantic), and reports on important Council decisions, including development of Fishery Management Plans, that will impact fishing industries along the Atlantic Coast.

Through its executive office, ASMFC maintains active liaison with all Washington-based fisheries organizations of professional or industry status, including the American Fisheries Society, the International Association of Fish and Wildlife Agencies, the Sport Fishing Institute, the National Fisheries Institute, the Shellfish Institute of North America, the National Fish Meal and Oil Association, the Fisheries Products Division of the National Food Processors Association, as well as other resource, environmental, conservation and user groups.

ASMFC also participates in a wide variety of meetings that stress environmental, ecological, natural resource and conservation issues of direct concern to state fisheries administrators. The Executive Director has access to the deliberations of fishery advisory bodies such as the National Oceanic and Atmospheric Administration's Marine Fisheries Advisory Committee (MAFAC), to which he is a consultant, and the President's National Advisory Committee on Oceans and Atmosphere (NACOA).

The Commission has continued its cooperative agreement with the National Marine Fisheries Service to administer the State-Federal Fisheries Management Program. The program is entitled "The Interstate Fisheries Management Program" and includes all ongoing state/federal projects, including Northern Shrimp, shad and river herring, Sciaenids, Northern Lobster, Atlantic Menhaden, Striped Bass, Summer Flounder, Cooperative Statistics Program, and related activities expenditures. Under the Commission's ISFMP, fisheries management plans have been completed for three very important Atlantic Coast species including Striped Bass, Menhaden, and Summer Flounder. This Commission has started the implementation process of the first two of these plans—namely, the Menhaden and Striped Bass. The Fisheries Conservation Management Act clearly defines management responsibility of the councils only in the Fisheries Conservation Zone. The Department of Commerce would much prefer a cooperative arrangement with the states to carry out territorial fisheries management programs. The states also made it very clear that they wanted to work cooperatively and they did not like the threat of federal preemption. It is clear that the Compact fully intended that cooperating states should and would work collectively in developing management plans for those species of interest to two or more states and to implement such plans by reporting back to each state governor and legislature what actions are needed. The Commission has given top priority to completing the implementation details needed.

The ASMFC has continued to compile and distribute a comprehensive monthly legislative update. This covers all the major federal legislation in the marine area, and helps the member states keep abreast of what is going on in Washington. The Commission has also been more active than ever before in federal legislation action that affects states' programs and their funding as well as legislation favoring fishing industry needs. This included the American Fisheries Promotion Act which was designed to make our commercial fishing industry a net exporter of fisheries products, and the Dingell/Johnson Sport Fish Restoration Act expansion that would provide funds to states for marine recreational fisheries programs. A great effort was made to maintain federal funding for P.L. 88-309 and 87-304 due to federal administration efforts to eliminate these important fisheries programs. Testimony has been presented to appropriate authorizing and appropriations committees of both the House and the Senate to keep alive funding for the two grant programs.

In 1982, at the ASMFC's 41st Annual Meeting, the full Commission adopted a resolution to oppose any changes in the U.S. Army Corps of Engineers 404 Program that would diminish the effectiveness of this mechanism as a tool for protection of the nation's valuable wetlands. The resolution was distributed to appropriate federal and state officials for further action.

**PUBLICATIONS:** Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atantic States Marine Fisheries Commission, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| ATLANTIC STATES MARINE FISHERIES COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 13,381 | 13,381 | | | | |
| **TOTAL EXPENDITURES** | 13,381 | 13,381 | | | | |

# DEPARTMENT OF ATTORNEY GENERAL

**JAMES E. TIERNEY, ATTORNEY GENERAL**

*Central Office:* State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3661
*Mail Address:* Statehouse Sta. #6, Augusta, Maine 04333

*Established:* 1820 *Sunset Review Required by:* June 30, 1986

*Reference: Policy Area:* 00; *Umbrella:* 26; *Unit:* 239; *Citation:* 5 M.R.S.A., Sect. 191

*Average Count—All Positions:* 58 *Legislative Count:* 66

*Organizational Units:*
Administration
District Attorneys
Office of Chief Medical Examiner for the State of Maine

*Sections:*
Consumer & Anti-Trust
Criminal
General Government
Human Services
Litigation
Natural Resources
Opinions/Counsel

**PURPOSE:** The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's Chief Law Enforcement Officer and legal representative of the State. In this capacity, the Attorney General insures enforcement of Maine laws through instituting, conducting, and maintaining such actions and proceedings as the public interest may require. No State agency may appear and advocate positions before a court without the approval of the Attorney General.

The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies; (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted by the Governor, the head of any State department or agency, or by either branch of the Legislature or any member of the Legislature on legislative matters; (e) enforce due application of funds given or appropriated to public trusts and charities within the State and prevent breaches of trust in the administration thereof; (f) consult with and advise the District Attorneys in matters relating to their duties, and, in his discretion, act in place of or with them in instituting and conducting prosecutions for crime; and (g) administer and enforce the State unfair trade practices and antitrust laws.

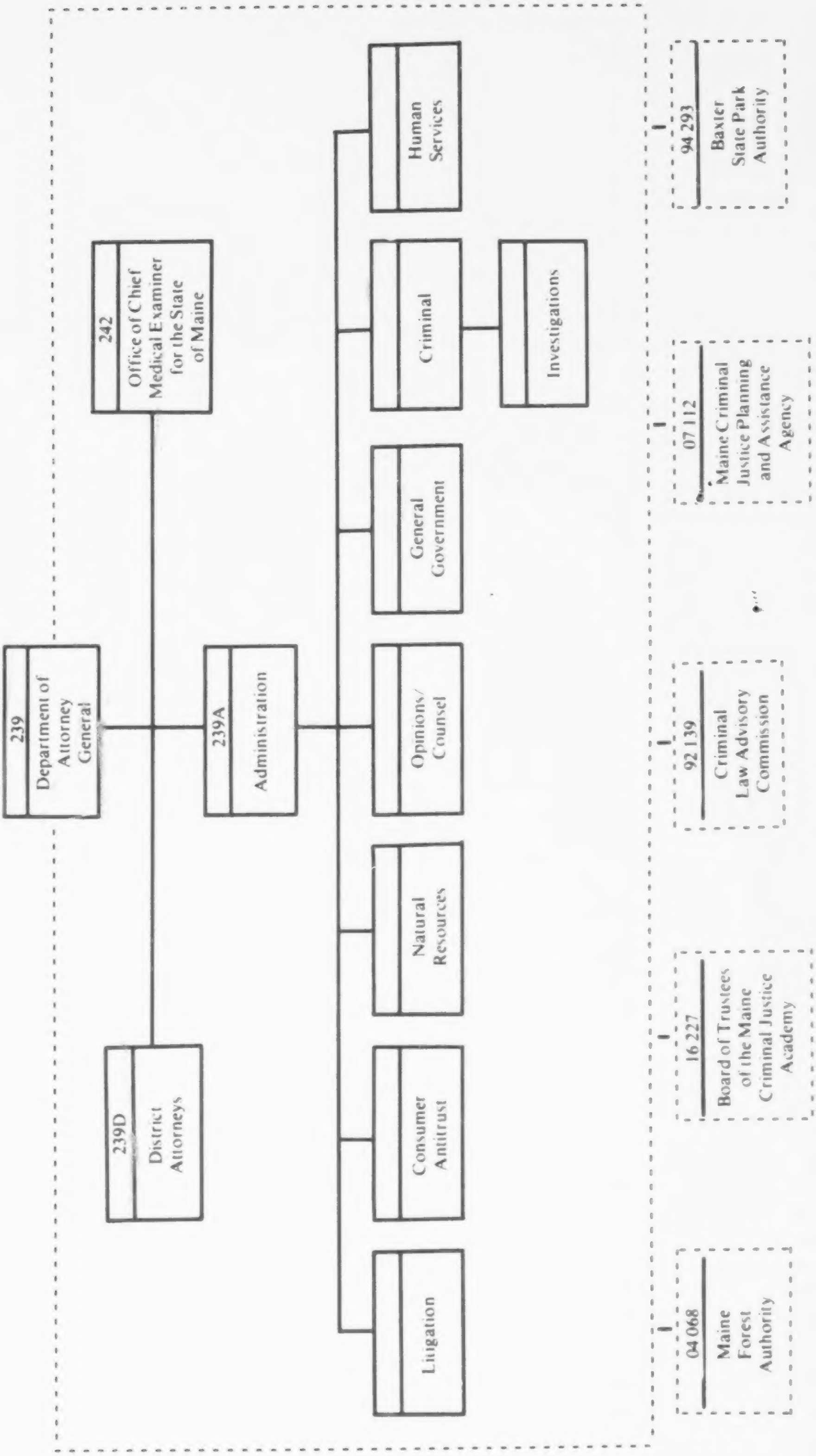
Beyond the general purposes discussed above, the Attorney General has a wide range of duties which the Office is specifically directed to perform. Those duties include review and approval as to form and legality of all interlocal agreements, all regulations of State agencies subject to the Administrative Procedure Act, and many State contracts. The Attorney General must also review and approve write-offs of debts owed the State, participate in making investment decisions regarding the State trustee funds and perform many other specific statutory functions.

The Attorney General is an ex-officio member of many State agencies, including the Baxter State Park Authority, the Judicial Council, the Criminal Law Advisory Commission, the Maine Criminal Justice Planning and Assistance Agency, and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules.

**ORGANIZATION:** The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Investigators, and Research Assistants. The Department of the Attorney General is organized by law, 5 M.R.S.A. c. 9, with the Attorney General as its Chief Executive.

Early in 1981 the Attorney General's Department was restructured to insure clearer lines of authority. The position of Managing Attorney (Deputy-Administration) was created. The Managing Attorney reports directly to the Attorney General and assists him in carrying out his

## DEPARTMENT OF ATTORNEY GENERAL
## UMB 26


239
Department of Attorney General
242
Office of Chief Medical Examiner for the State of Maine
239D
District Attorneys
239A
Administration
Litigation
Consumer Antitrust
Natural Resources
Opinions/ Counsel
General Government
Criminal
Investigations
Human Services
04 068
Maine Forest Authority
16 227
Board of Trustees of the Maine Criminal Justice Academy
92 139
Criminal Law Advisory Commission
07 112
Maine Criminal Justice Planning and Assistance Agency
94 293
Baxter State Park Authority

Approved by the Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF ATTORNEY GENERAL

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,027,678 | 2,620,718 | 130,916 | | 276,044 | |
| Health Benefits | 91,487 | 75,827 | 4,249 | | 11,411 | |
| Retirement | 265,871 | 232,894 | 10,532 | | 22,445 | |
| Other Fringe Benefits | 17,053 | 14,047 | 731 | | 2,275 | |
| Computer Services—State | 1,007 | 1,007 | | | | |
| Other Contractual Service | 428,041 | 452,465 | 21,324 | | —45,748 | |
| Rents | 26,693 | 26,693 | | | | |
| Commodities | 48,341 | 46,912 | 190 | | 1,239 | |
| Grants—Subsidies—Pensions | 758 | 758 | | | | |
| Equipment | 51,349 | 34,957 | 1,127 | | 15,265 | |
| Transfers to Other Funds | 14,250 | | 3,978 | | 10,272 | |
| **TOTAL EXPENDITURES** | 3,972,528 | 3,506,278 | 173,047 | | 293,203 | |

responsibilities. Reporting to the Managing Attorney and the Attorney General are 7 operating units containing anywhere from 6 to 13 Assistant Attorneys General each. Each Section is presided over either by an experienced Deputy or Senior Assistant Attorney General. The Criminal Division executes the Department's criminal law responsibilities and 6 other sections oversee aspects of the Department's civil responsibilities. The civil units are Consumer and Antitrust, General Government, Human Services, Litigation, Opinions/Counsel, and Natural Resources.

Supporting the professional legal staff of the Department, numbering nearly 70 attorneys, are paralegal assistants, investigators and secretaries and clerks. The Business Office oversees the financial and personnel affairs of the Department. A supervisor of secretarial support, a position created in the spring of 1981, coordinates and oversees the work of the secretaries and clerks of the office and has been instrumental in integrating word processing technology into the operations of the State's largest law firm.

**PROGRAM:** The following is a description of the seven sections of the Office, along with their primary duties and their activities during fiscal year 1982-1983.

**Consumer & Anti-Trust.** The Consumer and Antitrust Section consists of three and one half lawyers and enforces the State's Unfair Trade Practices Act (modeled after the Federal Trade Commission Act) and the State antitrust laws modeled after the Federal Sherman and Clayton Acts). The Section does not present any agencies of the state government, but proceeds on the basis of complaints from citizens or on its own initiative when it perceives violations of those statutes. The Section also enforces some criminal statutes.

The Section staff in 1982-1983 responded to approximately 7500 inquiries from the public requesting information or complaint mediation. Mediation and legal action resulted in approximately $250,000 in recoveries for consumers and businesses. This significant recovery resulted from lawsuits and from the volunteer mediation program. The program consists of volunteers who have agreed to mediate complaints in exchange for intensive training in consumer law by the full-time staff of the Section.

**Criminal.** The Criminal Section is comprised of thirteen lawyers and is principally concerned with prosecution of offenses defined in the Maine Criminal Code. The Criminal Section has exclusive responsibility for the prosecution of all homicide cases in the State, and, in addition, has concurrent prosecutorial jurisdiction with the eight popularly elected District Attorneys over other crimes. The Section handles a substantial number of appeals to the Supreme Judicial Court of Maine not only of its own criminal cases, but also, on request, of those of the District Attorneys. In addition, the Section represents the State in all petitions for post-conviction relief filed by convicted criminal defendants regardless of the original prosecuting agency. Finally, the Section provides other substantial services to the law enforcement community primarily directed toward keeping the law enforcement community abreast of current developments in the law.

The work of the Criminal Section has continued to expand at a steady pace paralleling the expansion of criminal procedure generally. Working with the State Police and various local police departments, the Section investigated 27 homicides which occurred during the fiscal year and continued the investigation of 48 homicides which had occurred in previous years. During the fiscal year 1982-1983, 24 homicide cases were tried, 23 of which resulted in convictions. The Criminal Section conducted investigations and prosecutions in 263 cases in addition to homicides during fiscal year 1982-83. These cases involved a variety of offenses, both felonies and misdemeanors.

The Criminal Section also handled 67 extraditions during the year of which 23 were incoming and 44 outgoing. Also, the investigation and processing of 35 complaints against state, county and municipal police were handled during the year.

The Criminal Section handled a total of 38 cases on appeal to the Maine Supreme Court. Nineteen appeals were initiated by defendants during the year, the State initiated appeals in five cases and the balance were cases carried over from prior years.

Post-conviction habeas corpus petitions continue to be filed in large numbers. During fiscal year 1982-1983, 122 cases were initiated, only seven less than the record prior year.

Besides handling various criminal and non-criminal matters for State departments and agencies, the Criminal Section provided other unique services to various governmental bodies: for example, attorneys in the Section provided legal counsel to the Department of Public Safety as well as representing other divisions, bureaus, and boards within state government and other state law enforcement agencies in various courts. Among actions brought in State courts were petitions for forfeiture of over 33 conveyances and other types of equipment used in violation of Maine's drug laws. Among the forfeited items used in drug smuggling was a 71-foot fishing vessel.

The Criminal Section also works with the Department of Human Services in investigating cases of fraud and abuse in the Aid to Families with Dependent Children, Medicaid, and Medicare programs. The Medicaid Fraud Control Unit, a sub-section of the Criminal Section, has conducted substantial investigations and developed complex prosecutions throughout the State.

The MFCU statistics for the fiscal year include: complaints received, 75; full scale criminal investigations completed, 6; indictments, 15; convictions, 7; recoveries, $3,500; fines paid to the court, $51,000; cost of investigation paid to MFCU, $14,000; Medicaid overpayments identified, $124,500; patient abuse complaints investigated, 19. This Unit also filed civil proceedings against two nursing homes under the "Civil Fraud" penalties statute.

During fiscal year 1982-1983, the White Collar Crime Unit of the Criminal Section worked extensively with the Enforcement Division of the Bureau of Taxation in investigating and prosecuting businesses and individuals who were in violation of the State tax laws. As part of this joint effort, the Criminal Section provided legal advice to the Bureau of Taxation on a day-to-day basis. During the fiscal year, 9 cases were prosecuted to conviction, 5 others were filed and criminal charges are still pending, 13 cases are still under investigation and 5 cases were referred back for civil collection. The total fines paid in criminal cases was $1,050; the total taxes, penalties and interest collected on criminal cases was $26,449.31.

In addition, members of the Criminal Section assisted by lawyers from other sections, handled approximately 330 liquor law violations with the total fines recovered in this area surpassing $41,000.

In addition to normal caseload and activity directly related to criminal prosecution, the Section prepared and published with the assistance of the Maine Criminal Justice Academy, a current and extensive Law Enforcement Officers' Manual setting forth the legal principles relating to police work. Also attorneys from the Section participated as lecturers, teachers and panelists in training programs at the Maine Criminal Justice Academy, at local police departments, and at seminars and conferences relating to criminal law and law enforcement.

**General Government.** The General Government Section consists of 16 attorneys who advise various agencies of the State. These agencies include Mental Health and Mental Retardation, the Department of Corrections, the Department of Educational and Cultural Services, Business Regulation, and the Bureau of Taxation. The General Government Section also represents the Department of Labor.

During fiscal 1982-1983 the attorneys representing the Department of Mental Health and Mental Retardation handled 499 mental health commitment proceedings, and 177 mental retardation certifications. Additionally, the Section continued to represent the State in *Lovell, et al v. Brennan, et al,* a consolidated civil rights action challenging conditions, confinement and administrative procedures at the Maine State Prison. Also, *Wuori, et al v. Concannon, et al.*, the case involving Pineland Center, continued to absorb inordinate amounts of attorney time.

The attorneys representing the Department of Labor, in addition to assisting in the collection of some $350,000 in tax assessments, continued to reduce the number of pending appeals from Employment Security Commission decisions. In July, 1983, some 135 appeals were pending contrasted with 217 a year earlier. Substantial severance pay litigation continues, both in state and federal court.

**Human Services.** The Human Services Section consists of fifteen lawyers who represent the Department of Human Services exclusively. This Department manages the various social health, and child welfare programs in the State, and its lawyers discharge a variety of functions ranging from prosecution of child abuse cases, the enforcement of support laws, the enforcement of health-related laws, including the licensure of nursing homes and hospital expansion, to the Medicaid and AFDC assistance programs. The legal Section also defends the challenges of decisions made by the Commissioner in such areas as revocation of licenses of health care providers, restaurants, mobile home parks and foster homes.

The Human Services Section has one of the most persistent and heaviest caseloads of any Section in the Office of the Attorney General. In fiscal year 1983, more than 2,100 cases were handled by the attorneys in the Section covering a broad range of predominantly civil matters which are alluded to above.

**Litigation.** This Section of five experienced trial lawyers is a resource for all litigation in the Department and directly handles tort claims against the State and those court actions either not concerning any agency or sufficiently complex to involve the litigation expertise of the Section. The Litigation Section handles a sizeable amount of major litigation independently of its coordination with other litigation efforts in the Department. The Section successfully defended a suit brought against the State and the Bath Iron Works by Common Cause challenging the Portland drydock project, and is defending a suit brought in the United States District Court by religious schools seeking an exemption from the State's compulsory education requirements, a suit brought by a group of Indian Tribal Housing Authorities who claim that the State has a continuing obligation to support these Authorities despite the settlement in the Indian Land Claims Case, a suit by the Penobscot Indian Tribe challenging the State's right to regulate beano in the Tribe's reservation, and is prosecuting several severance pay cases.

**Natural Resources.** During the fiscal year 1983 the Natural Resources Section consisted of eight lawyers whose time was divided among several agencies of State Government: Department of Environmental Protection; Department of Conservation (including Land Use Regulation Commission); Department of Marine Resources and that portion of the State Planning Office dealing with coastal resource planning; Department of Agriculture, (including the Harness Racing Commission, Soil and Water Conservation Commission and Pesticides Control Board); and Department of Inland Fisheries and Wildlife, Office of Energy Resources, and the remainder of the State Planning Office.

During the fiscal year this Section pursued 12 enforcements to judgment in Superior Court resulting in the imposition of more than $90,000 in civil penalties. The Section was involved in two jury trials and successfully prosecuted its third criminal action for violation of the State's environmental laws. The Section also represented agencies in Administrative Court in more than a dozen license revocation proceedings. State agencies were also represented before the Supreme Judicial Court of Maine in several cases and before the United States District Court. The Section also provided significant assistance to the staff of the Department of Environmental Protection and the Land Use Regulation Commission in negotiating out-of-court consent agreements in more than 20 cases resulting in the payment of over $300,000 in civil penalties. Lawyers in the Natural Resources Section also drafted friend of the court briefs in matters of great significance to the State including offshore drilling, acid rain and the constitutionality of state laws regarding construction of new nuclear power plants.

**Opinions/Counsel.** This section of four lawyers has primary responsibility for the preparation of formal opinions of the Attorney General requested by the Governor, State agencies and the Legislature. Its attorneys also represent the State Retirement System, the Department of Finance and Administration, the Department of Defense and Veterans' Services, and portions of the Executive Department and the Office of the Secretary of State. Finally, the Section assists the Attorney General in discharging his common law responsibilities for the supervision of the administration of charitable trusts.

**FINANCES, FISCAL YEAR 1983:** The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,861,064 | 2,454,104 | 130,916 | | 276,044 | |
| Health Benefits | 87,550 | 71,890 | 4,249 | | 11,411 | |
| Retirement | 249,260 | 216,283 | 10,532 | | 22,445 | |
| Other Fringe Benefits | 16,466 | 13,460 | 731 | | 2,275 | |
| Computer Services—State | 160 | 160 | | | | |
| Other Contractual Service | 218,911 | 243,335 | 21,324 | | —45,748 | |
| Rents | 25,973 | 25,973 | | | | |
| Commodities | 38,842 | 37,413 | 190 | | 1,239 | |
| Grants—Subsidies—Pensions | 758 | 758 | | | | |
| Equipment | 36,545 | 20,153 | 1,127 | | 15,265 | |
| Transfers to Other Funds | 14,250 | | 3,978 | | 10,272 | |
| **TOTAL EXPENDITURES** | 3,549,779 | 3,083,529 | 173,047 | | 293,203 | |

## ADMINISTRATION (ATTORNEY GENERAL)

### ROBERT J. STOLT, DEPUTY ATTORNEY GENERAL

*Central Office:* State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661
*Mail Address:* Statehouse Sta. #6, Augusta, Maine 04333
*Established:* 1820 *Sunset Review Required by:* June 30, 1986
*Reference: Policy Area:* 00; *Umbrella:* 26; *Unit:* 239A; *Citation:* 5 M.R.S.A., Sect. 191

**PROGRAM:** See report for the Department of the Attorney General.

## DISTRICT ATTORNEYS

### JAMES E. TIERNEY, ATTORNEY GENERAL

*Central Office:* State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661
*Mail Address:* Statehouse Sta. #6, Augusta, Maine 04333
*Established:* January, 1974 *Sunset Review Required by:* June 30, 1986
*Reference: Policy Area:* 00; *Umbrella:* 26; *Unit:* 239D; *Citation:* 5 M.R.S.A., Sect. 199
*Average Count—All Positions:* 50 *Legislative Count:* 0

**PURPOSE:** The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes. The District Attorney for each prosecutorial district appears for each county within the district for which he was elected, under the direction of the County Commissioners in all actions and other civil proceedings in which any county is a party or interested. All such actions and proceedings shall be prosecuted by him or under his direction, whether civil or criminal in which the State is a party. The District Attorney shall be the legal advisor to the County Commissioners.

**ORGANIZATION:** The State is divided into eight prosecutorial Districts each headed by a District Attorney.

District One—York—Gene B. Libby, District Attorney
District Two—Cumberland—Paul Aronson, District Attorney
District Three—Oxford, Franklin, Androscoggin—Janet T. Mills, District Attorney
District Four—Kennebec, Somerset—David W. Crook, District Attorney
District Five—Penobscot, Piscataquis—David M. Cox, District Attorney
District Six—Sagadahoc, Knox, Lincoln, Waldo—John R. Atwood, District Attorney
District Seven—Hancock, Washington—Michael E. Povich, District Attorney
District Eight—Aroostook—John D. McElwee, District Attorney

All the District Attorneys and Assistant District Attorneys receive their salaries and benefits paid from the State Treasury from funds appropriated to the Attorney General for this purpose.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Department of Attorney General.

# OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE

### HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

*Central Office:* Public Utilities Bldg., 242 State Street, Augusta; *Floor:* 7
*Telephone:* 289-2993
*Mail Address:* Statehouse Sta. #37, Augusta, Maine 04333
*Sunset Review Required by:* June 30, 1986
*Reference: Policy Area:* 00; *Umbrella:* 26; *Unit:* 242; *Citation:* 22 M.R.S.A., Sect. 3022 §30
*Average Count—All Positions:* 5 *Legislative Count:* 5

**PURPOSE:** The Office of the Chief Medical Examiner combines the functions of the coroner's physician and coroner in that it is responsible for determining the cause of death by medical examination and laboratory testing and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Medical Examiner cases include deaths due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The Medical Examiners are responsible for determining the cause, circumstances, place, date and time of death, and the identity of the deceased. This is accomplished through the processes of inquiry, investigation, physical examination, autopsy, and other laboratory studies as needed to the end of certifying such deaths. The Office also provides reports for legal and vital records purposes and procures evidence from the person of the deceased for the investigative purposes of other agencies and for legal proceedings.

**ORGANIZATION:** In 1968 the Office of Chief Medical Examiner for the State was established, a specialist in forensic pathology was appointed by the Governor as Chief Medical Examiner. The Chief Medical Examiner was given authority to appoint statewide medical examiners and state funds were appropraited for all necessary expenses. Appropriate legislation was passed to affect this change. In 1973 the Office was incorporated under the Attorney General's Office for administrative purposes. Its case decisions are rendered independent of the Attorney General's Office and the Chief Medical Examiner is appointed by the Governor.

The system is supported by licensed physicians serving as Medical Examiners throughout the State on a statutory fee for service basis assisted by local and State law enforcement officials, hospital pathologists, and various State, hospital, and private laboratory resources. Two Medical Examiners, the Chief and Deputy Chief are salaried.

**PROGRAM:** In fiscal year 1983, 1,693 deaths were reported, 1,225 were accepted as medical examiner cases, 336 autopsies were performed, 360 scene visits were made, 401* alcohol tests were ordered and 132* cases had additional toxiology (*approximate figures—all records incomplete). Efforts are underway towards the establishment of a state morgue facility, including an architect's study and the acquisition of surplus equipment.

**LICENSES, PERMITS, ETC.:** Certificate of appointment of Medical Examiners—issued to persons appointed to serve by the Chief Medical Examiner through the Office of Secretary of State.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| EXPENDITURES | | | | | | |
| Salaries and Wages | 166,614 | 166,614 | | | | |
| Health Benefits | 3,937 | 3,937 | | | | |
| Retirement | 16,611 | 16,611 | | | | |
| Other Fringe Benefits | 587 | 587 | | | | |
| Computer Services—State | 847 | 847 | | | | |
| Other Contractual Service | 209,130 | 209,130 | | | | |
| Rents | 720 | 720 | | | | |
| Commodities | 9,499 | 9,499 | | | | |
| Equipment | 14,804 | 14,804 | | | | |
| TOTAL EXPENDITURES | 422,749 | 422,749 | | | | |

# DEPARTMENT OF AUDIT

## GEORGE J. RAINVILLE, STATE AUDITOR
## ROBERT G. REDMAN, DEPUTY STATE AUDITOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
*Mail Address:* Statehouse Sta. #66, Augusta, Maine 04333
*Established:* 1907 *Sunset Review Required by:* June 30, 1988
*Reference: Policy Area:* 00; *Umbrella:* 27; *Unit:* 244; *Citation:* 5 M.R.S.A., Sect. 241
*Average Count—All Positions:* 39 *Legislative Count:* 23
*Organizational Units:*
Departmental Bureau
Municipal Bureau

**PURPOSE:** The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances, and to investigate and report incidents of alleged fraud, attempted fraud, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities.

**ORGANIZATION:** The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring payment from the State Treasury, and in 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records, was eliminated. At present, one or more auditors are assigned to specific jobs as scheduled, and work is done periodically rather than by the resident-auditor plan. The use of an audit certificate was introduced and is included in each report of audit to a department, agency, municipality, institution, etc.

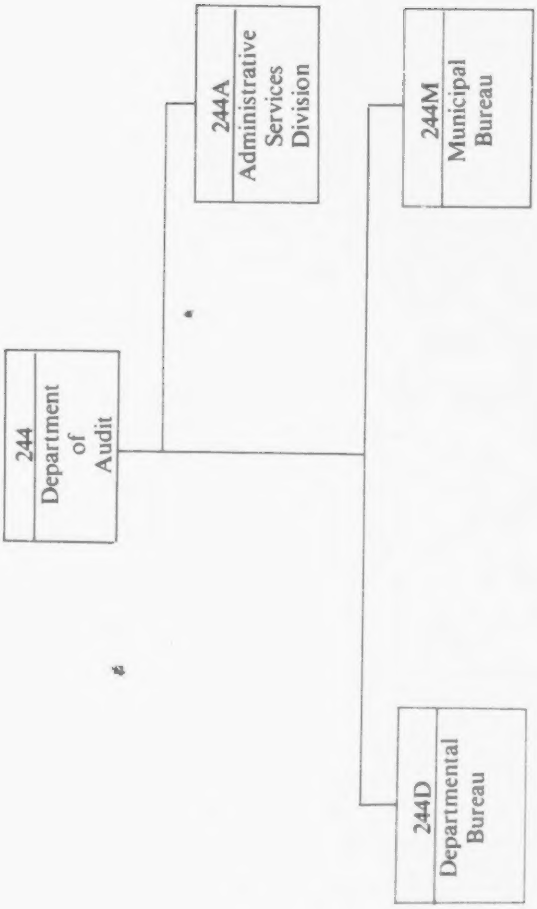
**PROGRAM:** The program of the Department is implemented through its Bureaus.

**Departmental Bureau.** The Departmental Bureau performs post-audits of accounts and other financial records of Maine State Government and reports on these audits. Audits scheduled for FY 83 totaled 154. These 154 audits consisted of 76 departments, bureaus, agencies, and/or commissions, 10 institutions, 6 vocational technical institutes, one school of practical nursing, 46 examining boards, and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits. This agency also audits 16 Superior Courts, 33 District Courts and 1 Administrative Court.

Expenditures for personal services are the major disbursement for this Division and represented 93% of the FY 83 expenses.

**Municipal Bureau.** The Municipal Bureau's revenues are derived from a self supporting Special Revenue Fund based on services and fees charged to counties, cities and towns, other

## DEPARTMENT OF AUDIT
## UMB 27



Approved by the Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF AUDIT

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 580,003 | 397,217 | 182,786 | | | |
| Health Benefits | 22,415 | 14,490 | 7,925 | | | |
| Retirement | 95,859 | 64,670 | 31,189 | | | |
| Other Fringe Benefits | 3,585 | 2,447 | 1,138 | | | |
| Other Contractual Service | 66,178 | 29,182 | 36,996 | | | |
| Commodities | 6,437 | 4,591 | 1,846 | | | |
| Equipment | 4,506 | 3,904 | 602 | | | |
| Transfers to Other Funds | 8,864 | | 8,864 | | | |
| **TOTAL EXPENDITURES** | 787,847 | 516,501 | 271,346 | | | |

State departments and contributions from the Highway Fund. Revenue from this program is expected to remain constant for the next biennium at $290,000 per year.

**PUBLICATIONS:**
State Auditors Annual Report

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $73,900 in FY 83 and are, by administrative decision, included with those of Departmental Bureau.

## ADMINISTRATIVE SERVICES DIVISION (AUDIT)

### ROBERT G. REDMAN, DEPUTY STATE AUDITOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
*Mail Address:* Statehouse Sta. #66, Augusta, Maine 04333
*Established:* 1980 *Sunset Review Required by:* June 30, 1988
*Reference: Policy Area:* 00; *Umbrella:* 27; *Unit:* 244A; *Citation:* 5 M.R.S.A., Sect. 242
*Average Count—All Positions:* 3 *Legislative Count:* 3

**PURPOSE:** The purpose of the Administrative Services Division is to perform postaudits of all accounts and financial records of the 16 Superior Courts, 33 District Courts and the Administrative Court. Legislation mandates that the cost of the audits of the various courts will be borne by the General Fund. Chapter 711, Public Laws of 1980, provided funds for 2 positions and related expenses and Chapter 463, Public Laws of 1981, allowed an additional position and related expenses to audit the courts.

**ORGANIZATION:** The Administrative Services Division is headed by a chief executive. Authorized personnel in the division total 3, consisting of one Legislative Auditor III, one Legislative Auditor II and one Legislative Auditor I.

**PROGRAM:** Court audits scheduled for completion during the 1982-83 fiscal year consist of 4 complete counties, 1 separate superior court and 2 separate district courts for a total of 5 Superior Courts and 9 District Courts. The major goal of this Division is to reach an annual postaudit of all courts in the court system.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $73,900 in FY 83 and are, by administrative decision, included with those of Departmental Bureau.

## DEPARTMENTAL BUREAU (AUDIT)

### ROBERT A. PARADIS, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
*Mail Address:* Statehouse Sta. #66, Augusta, Maine 04333
*Established:* 1980 *Sunset Review Required by:* June 30, 1988
*Reference: Policy Area:* 00; *Umbrella:* 27; *Unit:* 244D; *Citation:* 5 M.R.S.A., Sect. 243
*Average Count—All Positions:* 19 *Legislative Count:* 19

**PURPOSE:** The purpose of the Departmental Bureau is to perform post-audits of accounts and other financial records of Maine State Government and report on these audits.

**ORGANIZATION:** The Departmental Bureau is headed by a chief executive. Authorized personnel in the bureau total 22, including two Assistant Directors, four Legislative Auditor III's, eight Legislative Auditor II's and two Legislative Auditor I's.

**PROGRAM:** The major goal of this bureau is to have the annual postaudits completed within six months of the fiscal year end closing. Audits scheduled for FY 83 totaled 154. These 154 audits consisted of 76 departments, bureaus, agencies and/or commissions, 10 institutions, 6 vocational technical institutes, 46 examining boards and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits.

**PUBLICATIONS:**

State Auditors' Annual Report

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DEPARTMENTAL BUREAU (AUDIT) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 397,217 | 397,217 | | | | |
| Health Benefits | 14,490 | 14,490 | | | | |
| Retirement | 64,670 | 64,670 | | | | |
| Other Fringe Benefits | 2,447 | 2,447 | | | | |
| Other Contractual Service | 29,182 | 29,182 | | | | |
| Commodities | 4,591 | 4,591 | | | | |
| Equipment | 3,904 | 3,904 | | | | |
| **TOTAL EXPENDITURES** | 516,501 | 516,501 | | | | |

# MUNICIPAL BUREAU (AUDIT)

## JOSEPH M. PLOURDE, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
*Mail Address:* Statehouse Sta. #66, Augusta, Maine 04333
*Established:* 1907 *Sunset Review Required by:* June 30, 1988
*Reference: Policy Area:* 00; *Umbrella:* 27; *Unit:* 244M; *Citation:* 5 M.R.S.A., Sect. 243
*Average Count—All Positions:* 16 *Legislative Count:* 0

**PURPOSE:** The purpose of the Municipal Bureau is to conduct audits of counties, cities and towns, school administrative districts and other quasi-municipal corporations upon request.

**ORGANIZATION:** The Municipal Bureau is headed by a Chief Executive. Authorized personnel in the bureau total 16, consisting of 1 director, 5 Legislative Auditor III's, 3 Legislative Auditor II's, 4 Legislative Auditor I's. and 3 clerical staff.

**PROGRAM:** The statutes provide that each municipality and quasi-municipal corporation shall have an annual post-audit made of its accounts, covering the last complete fiscal year, by the State Department of Audit or by a qualified public accountant. Upon request, the municipal bureau is expected to audit 71 municipalities and municipal districts, 28 school districts and 131 special audits for the fiscal year ending June 30, 1983. The statutes also provided that each county shall have an annual postaudit made of its accounts by either the State Department of Audit or by a certified public accountant selected by the county commissioners. It is expected that the municipal bureau will audit 11 counties during the fiscal year.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MUNICIPAL BUREAU (AUDIT) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 182,786 | | 182,786 | | | |
| Health Benefits | 7,925 | | 7,925 | | | |
| Retirement | 31,189 | | 31,189 | | | |
| Other Fringe Benefits | 1,138 | | 1,138 | | | |
| Other Contractual Service | 36,996 | | 36,996 | | | |
| Commodities | 1,846 | | 1,846 | | | |
| Equipment | 602 | | 602 | | | |
| Transfers to Other Funds | 8,864 | | 8,864 | | | |
| **TOTAL EXPENDITURES** | 271,346 | | 271,346 | | | |

# BAXTER STATE PARK AUTHORITY

**GLENN H. MANUEL, CHAIRMAN**
**IRVIN C. CAVERLY, JR., DIRECTOR**

*Central Office:* 64 Balsam Drive, Millinocket, Maine *Telephone:* 723-9616
*Mail Address:* 64 Balsam Drive, Millinocket, Maine 04462

*Established:* 1933 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 94; *Unit:* 293; *Citation:* 12 M.R.S.A., Sect. 901

*Average Count—All Positions:* 21 *Legislative Count:* 56

**PURPOSE:** The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "*...shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds.*"

The primary responsibilities of the authority are to operate and maintain various campgrounds and campsites within the 201,018 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend moneys from trusts and other income for maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

**ORGANIZATION:** Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 201,018 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name "park", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park.

Operation of the park is financed in part from use fees, entrance fees, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs, except road maintenance.

Responsibility for the operation of Baxter State Park is delegated from the Authority to the Park Director who supervises the managers of the following divisions: Administrative; Forestry; Maintenance; Public Relations; North and South District.

**PROGRAM:** Baxter State Park, being a wilderness area, has many problems unique to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The park encompasses 201,018 acres with campgrounds, outlying sites, group areas, and cabins. These overnight facilities have a daily capacity of 1,010 for the 1982 season with a potential seasonal capacity of 154,530. Actual capacity used will average around 50% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

The following use statistics are on a calendar year basis in order to reflect a full season.

| | | | Calendar Year | | |
|---|---|---|---|---|---|
| **Statistical Use Information:** | **1982** | **1981** | **1980** | **1979** | **1978** |
| USE—BY TYPE: | | | | | |
| Day Use | 40,892 | 34,631 | 35,814 | 32,487 | 38,806 |
| Transient | 11,860 | 10,150 | 11,754 | 10,149 | 16,728 |
| Camper | 22,098 | 24,788 | 22,126 | 20,716 | 20,810 |
| Lodge Guests | 1,281 | 718 | 792 | 576 | 566 |
| TOTAL PEOPLE | 76,131 | 70,287 | 70,486 | 63,928 | 76,910 |
| MISCELLANEOUS: | | | | | |
| Camper Days | 56,982 | 58,184 | 57,476 | 53,602 | 51,919 |
| Average Stay (Days) | 2.58 | 2.35 | 2.59 | 2.58 | 2.50 |
| Number of Vehicles | 25,062 | 25,963 | 22,894 | 20,779 | 24,955 |
| **Financial Information:** | | | | | |
| REVENUE: | | | | | |
| Net from Operations | $269,527 | $196,802 | $191,121 | $170,884 | $146,462 |
| Trust Fund | 586,269 | 651,741 | 533,565 | 474,697 | 319,058 |
| Miscellaneous | 8,248 | 5,483 | 2,745 | (4,808) | 15,370 |
| TOTAL | $864,044 | $854,926 | $727,431 | $640,773 | $480,890 |
| EXPENDITURES: | | | | | |
| Personal Services | $599,355 | $496,046 | $502,052 | $424,470 | $330,986 |
| All Other | 184,590 | 270,622 | 224,649 | 171,315 | 171,659 |
| Capital | 50,829 | 74,315 | 72,695 | 22,624 | 31,189 |
| TOTAL | $834,774 | $840,983 | $799,396 | $618,409 | $533,834 |

**LICENSES, PERMITS, ETC.:**

Licenses:

The Baxter State Park Authority is authorized to issue non-resident fishing licenses on behalf of the Department of Fisheries and Wildlife.

Permits:

The Baxter State Park Authority authorizes the issuance of Entrance Permits for day use, overnight use, and seasonal use. The Authority also authorizes the issuance of advance reservations for all overnight facilities in Baxter State Park.

Certificates:

The Baxter State Park Authority authorizes the award of certificates of appreciation for volunteers who provide services to Baxter State Park.

**PUBLICATIONS:**

| | |
|---|---|
| Guide to Baxter State Park | $ .50 |
| Guide to Baxter Park and Katahdin | 8.40 |
| Guide to the Appalachian Trail in Maine | 9.35 |
| Mountain Flowers of New England | 6.85 |
| River Guide | 8.35 |
| Maine Mountain Guide | 7.30 |
| Don't Die on the Mountain (Safety) | 1.65 |
| Frostbite (Safety) | 1.65 |
| Animal Tracks | .25 |
| Topographical Maps | 1.85ea. |
| Greatest Mountain: Katahdin's Wilderness | 6.85 |
| Baxter State Park and Katahdin Map | 4.15 |
| Allagash and St. John Map | 3.10 |
| Legacy of a Lifetime: The Story of Baxter State Park | $16.80 |
| Rules & Regulations/Map | No Charge |

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BAXTER STATE PARK AUTHORITY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 461,394 | | 461,394 | | | |
| Health Benefits | 21,530 | | 21,530 | | | |
| Retirement | 73,305 | | 73,305 | | | |
| Other Fringe Benefits | 5,315 | | 5,315 | | | |
| Other Contractual Service | 134,450 | | 134,450 | | | |
| Rents | 3,493 | | 3,493 | | | |
| Commodities | 52,965 | | 52,965 | | | |
| Buildings and Improvement | 769 | | 769 | | | |
| Equipment | 86,318 | | 86,318 | | | |
| Transfers to Other Funds | 64,977 | | 64,977 | | | |
| **TOTAL EXPENDITURES** | 904,516 | | 904,516 | | | |

# MAINE BLUEBERRY COMMISSION

**BERNARD LEWIS, CHAIRMAN**
**EDWARD H. PIPER, Secretary**

*Central Office:* 6 Winslow Hall, UMO, Orono *Telephone:* 581-1475
*Mail Address:* Coburn Hall, UMO, Orono, Maine 04469

*Established:* 1977 *Sunset Termination Scheduled to Start by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 94; *Unit:* 294; *Citation:* 36 M.R.S.A., Sect. 4312-B

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine Blueberry Commission was established to conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries. The primary responsibility of the Commission is to promote programs of research, extension and promotion of Maine wild blueberries. Funds to support this activity are derived from a tax on all blueberries grown, purchased, sold, handled or processed in the State.

**ORGANIZATION:** The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine.

The Blueberry Tax law was amended in 1971 to provide an additional "processors' tax" to be administered by Blueberry Industry Advisory Board. The 108th legislature of 1977 renamed this organization as the Maine Blueberry Commission. The Commission is comprised of 5 members appointed by the Commissioner of Agriculture. The Commission elects a chairman from among its members and is authorized to appoint administrative personnel.

Funds generated by the "processors' tax" may be used for any research, educational development, or promotional activities authorized by the Commission for the benefit of the blueberry industry.

In practice, the Commission has appointed as its administrative secretary an officer of the University of Maine who also serves as secretary to the University of Maine Blueberry Advisory Committee. This arrangement provides coordination between the two operations of the Blueberry Tax program.

**PROGRAM:** Principal efforts of the Maine Blueberry Commission have been to support an advertising program for blueberries through the North American Blueberry Council and to support the research and extension programs at the University of Maine. See the report of the University of Maine Blueberry Advisory Committee for more details.

**PUBLICATIONS:** See report of University of Maine Blueberry Advisory Committee.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE BLUEBERRY COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 979 | | 979 | | | |
| Grants—Subsidies—Pensions | 162,650 | | 162,650 | | | |
| Transfers to Other Funds | 2,487 | | 2,487 | | | |
| **TOTAL EXPENDITURES** | 166,116 | | 166,116 | | | |

# DEPARTMENT OF BUSINESS REGULATION

**HARVEY E. DEVANE, COMMISSIONER**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Established:* October 3, 1973 *Sunset Review Required by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 027; *Citation:* 10 M.R.S.A., Sect. 8001

*Average Count—All Positions:* 86 *Legislative Count:* 14.5

*Organizational Units:*

- Divisions:
  - Administrative Services Division
  - Central Licensing Division
- Bureaus:
  - Bureau of Banking
  - Bureau of Insurance
    - General Lines Agent Examination Advisory Board
    - Life Agent Examination Advisory Board
  - Bureau of Consumer Credit Protection
    - Home Repair Advisory Board
- Commissions:
  - Maine Athletic Commission
  - Real Estate Commission
    - Continuing Education Committee
  - State Running Horse Racing Commission
- Boards:
  - Arborist Examining Board
  - Auctioneers Advisory Board
  - Board of Commercial Driver Education
  - Electricians Examining Board
  - Board of Funeral Services
  - Board of Registration for Professional Foresters
  - Board of Hearing Aid Fitters and Dealers
  - Board of Certification of Geologists and Soil Scientists
  - Manufactured Housing Board
  - Oil and Solid Fuel Board
  - Board of Examiners in Physical Therapy
  - Plumbers Examining Board
  - State Board of Examiners of Psychologists
  - State Board of Social Workers Registration
  - State Board of Examiners on Speech Pathology and Audiology
  - State Claims Board
  - Board of Registration of Substance Abuse Counselors

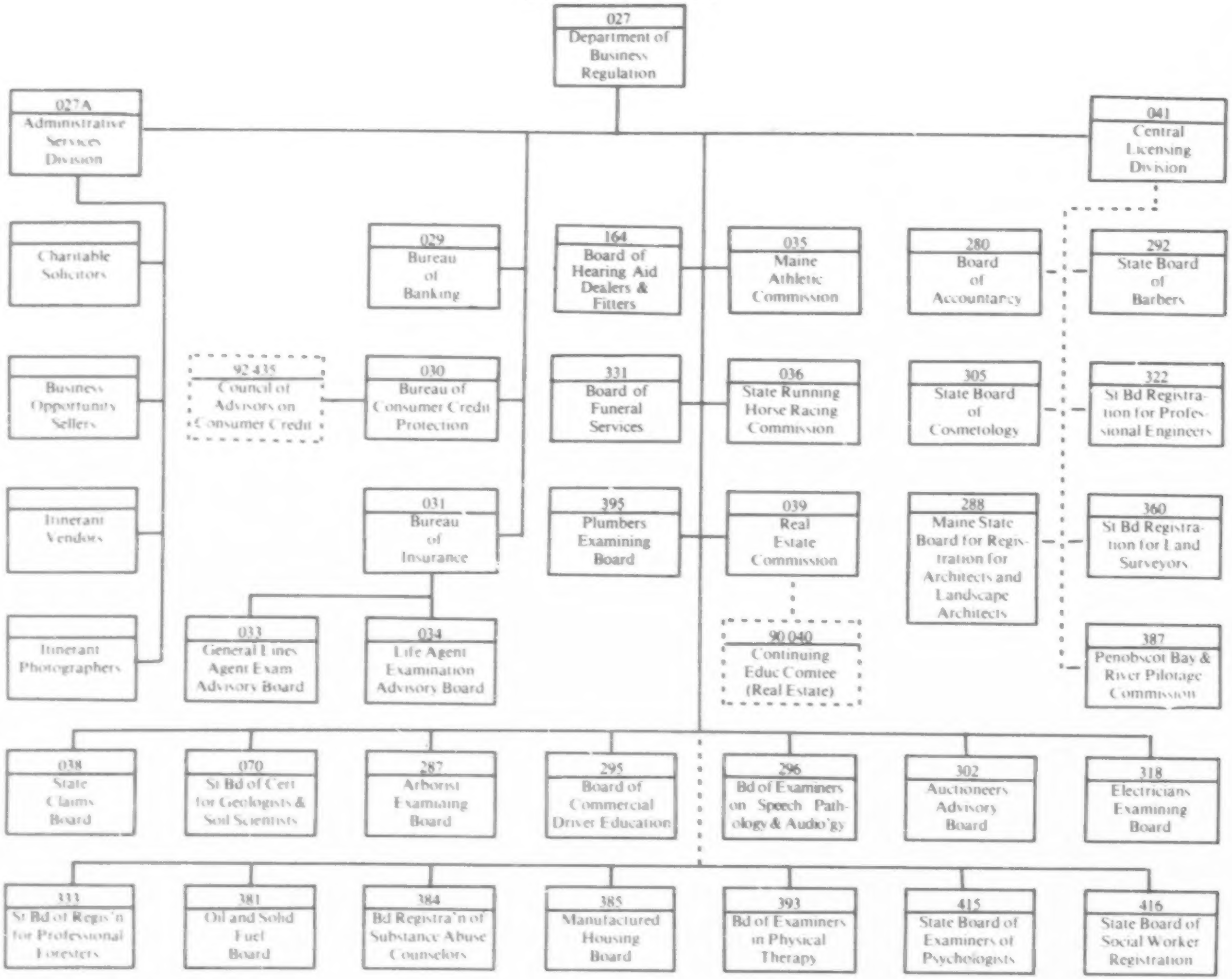
AFFILIATED BOARDS:

Board of Accountancy
Maine State Board for Registration of Architects and Landscape Architects
State Board of Barbers
State Board of Cosmetology
State Board of Registration for Professional Engineers
State Board of Registration for Land Surveyors
Penobscot Bay and River Pilotage Commission

**PURPOSE:** The Department exists to examine and oversee all state-chartered financial institutions, regulate insurance companies, agencies and agents, grantors of consumer credit, the real estate industry, commercial boxing and wrestling, to approve the sale in Maine of oil and solid fuel heating equipment, to award compensation in land condemnations, and in small claims against the State, and to license and regulate numerous professions and occupations.

**ORGANIZATION:** The Department of Business Regulation was created in October, 1973, as part of State government reorganization designed to consolidate related agencies along functional lines and to strengthen executive direction. Original agencies placed under the jurisdiction of the Department were the Bureau of Banking; the Bureau of Insurance, the Real Estate Commission; the Maine State Boxing Commission (renamed Maine Athletic Commission); the

# ORGANIZATIONAL CHART
## DEPARTMENT OF BUSINESS REGULATIONS
## UMB 02


027 Department of Business Regulation
027A Administrative Services Division
041 Central Licensing Division
Charitable Solicitors
Business Opportunity Sellers
Itinerant Vendors
Itinerant Photographers
029 Bureau of Banking
030 Bureau of Consumer Credit Protection
92 435 Council of Advisors on Consumer Credit
031 Bureau of Insurance
033 General Lines Agent Exam Advisory Board
034 Life Agent Examination Advisory Board
164 Board of Hearing Aid Dealers & Fitters
331 Board of Funeral Services
395 Plumbers Examining Board
035 Maine Athletic Commission
036 State Running Horse Racing Commission
039 Real Estate Commission
90 040 Continuing Educ Comtee (Real Estate)
280 Board of Accountancy
305 State Board of Cosmetology
288 Maine State Board for Registration for Architects and Landscape Architects
292 State Board of Barbers
322 St Bd Registration for Professional Engineers
360 St Bd Registration for Land Surveyors
387 Penobscot Bay & River Pilotage Commission
038 State Claims Board
070 St Bd of Cert for Geologists & Soil Scientists
287 Arborist Examining Board
295 Board of Commercial Driver Education
296 Bd of Examiners on Speech Pathology & Audio'gy
302 Auctioneers Advisory Board
318 Electricians Examining Board
333 St Bd of Regis'n for Professional Foresters
381 Oil and Solid Fuel Board
384 Bd Registra'n of Substance Abuse Counselors
385 Manufactured Housing Board
393 Bd of Examiners in Physical Therapy
415 State Board of Examiners of Psychologists
416 State Board of Social Worker Registration

Approved by the Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF BUSINESS REGULATION

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,761,817 | 188,012 | 1,516,008 | 57,552 | 245 | |
| Health Benefits | 71,079 | 6,646 | 62,771 | 1,662 | | |
| Retirement | 279,028 | 32,640 | 240,410 | 5,978 | | |
| Other Fringe Benefits | 10,523 | 985 | 9,288 | 250 | | |
| Computer Services—State | 2,132 | | 2,132 | | | |
| Other Contractual Service | 653,581 | 26,815 | 613,556 | 12,336 | 874 | |
| Rents | 23,095 | | 23,095 | | | |
| Commodities | 29,145 | 1,864 | 26,772 | 487 | 22 | |
| Grants—Subsidies—Pensions | 5,968 | | 130 | 5,838 | | |
| Equipment | 9,828 | | 9,828 | | | |
| Transfers to Other Funds | 146,633 | | 144,443 | 2,073 | 117 | |
| **TOTAL EXPENDITURES** | 2,992,829 | 256,962 | 2,648,433 | 86,176 | 1,258 | |

State Running Horse Racing Commission; and the Land Damage Board (renamed State Claims Board). The Administrative Services Division was established by the Commissioner in 1974. The Special Session of the 106th Legislature established the Bureau of Consumer Protection (renamed the Bureau of Consumer Credit Protection) to implement the Maine Consumer Credit Code which became effective on January 1, 1975.

The 107th Legislature transferred the Oil Burner Men's Licensing Board (renamed the Oil and Solid Fuel Board) and the Electricians' Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature established the Central Licensing Division and transferred the Board of Examiners on Speech Pathology and Audiology and the State Board of Examiners of Psychologists from independent agency status to the Department. The 108th Legislature created the Board of Registration of Substance Abuse Counselors and the Manufactured Housing Board and transferred the Board of Examiners of Arborists from an independent agency status to the Department. In its second session, the 108th Legislature transferred the Social Worker Registration Board from an independent agency status to the Department. The 109th Legislature transferred the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists and the Board of Examiners in Physical Therapy from an independent agency status to the Department. It also created the Auctioneers Advisory Board.

The First Session of the 110th Legislature transferred the State Board of Registration for Professional Engineers, the State Board of Registration for Land Surveyors and the Penobscot Bay and River Pilotage Commission to the Department. It also created the Commercial Driving Instructors Licensing Board and transferred the Registration of Charitable Solicitors from the Secretary of State to the Department.

The Second Session of the 110th Legislature transferred from the Department of Human Services to the Department of Business Regulation, the Plumbers Examining Board; the Board of Hearing Aid Dealers and Fitness, and the Board of Funeral Service, all effective July 1, 1983.

The First Session of the 111th Legislature enacted Public Law Chapters 171, 413 and 553. The first completely reorganized the Real Estate Commission, its staff and functions. The second conformed the statutes of all boards within or affiliated with the Department to the Administrative Procedures Act, recent Federal and State court decisions and it standardized many of the powers and procedures of twenty some licensing boards. This was the first time that a comprehensive, coordinated review had ever been undertaken.

The major provisions of the third chapter reorganized the Department. It created an Administrative Services Division and a new Division of Licensing and Enforcement; provided that the Superintendents of the three bureaus be general fund responsibilities, sought to provide an additional full-time attorney, took the Manufactured Housing Board and Athletic Commissions out of the general fund and made them dedicated accounts, and transferred the State Claims Board to the Department of Finance and Administration.

**PROGRAM:** The Commissioner is the Administrative head of the Department; and as such budgets for the entire department, initiates and coordinates all planning, directs the activities of the Department's two divisions and those of all units and employees not part of a major subdivision. The Commissioner is responsible for most personnel matters and directs the day-to-day management of the Department.

The Commissioner is responsible for reviewing the operation of agencies within the Department, and is to assure that each "complies fully with its statutory and public service responsibilities." However, the Commissioner lacks authority "to exercise or to interfere with the exercise of discretionary regulatory or licensing authority" which is vested by statute directly in the Bureaus, Boards and Commissions of the Department.

In the case of affiliated boards, the Commissioner and the Department act only as a liaison with the Governor and with other units of state government. Affiliated boards prepare their own budgets and submit them through the Department. Similarly, they prepare their own legislative proposals. They may or may not elect to use Departmental services such as central licensing.

The Commissioner develops the Department's legislative program, and coordinates it within the Department and with the administration. The activities of the Department during FY 83 are discussed in the following reports of its component parts.

**LICENSES, PERMITS, ETC.:**
See individual agencies.

**PUBLICATIONS:**
See reports of component units.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DEPARTMENT OF BUSINESS REGULATION (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Special Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 35,322 | 35,322 | | | | |
| Health Benefits | 677 | 677 | | | | |
| Retirement | 7,156 | 7,156 | | | | |
| Other Fringe Benefits | 156 | 156 | | | | |
| Other Contractual Service | 4,224 | 4,224 | | | | |
| Commodities | 278 | 278 | | | | |
| TOTAL EXPENDITURES | 47,813 | 47,813 | | | | |

# BOARD OF ACCOUNTANCY

**WILLIAM L. RANDALL, CPA, CHAIRMAN**
**LAWRENCE E. PARKER, JR., CPA, Secretary-Treasurer**

*Central Office:* 84 Harlow St., Bangor *Telephone:* 942-6702
*Mail Address:* 84 Harlow St., Bangor, Maine 04401
*Established:* 1967 *Sunset Termination Scheduled to Start by:* June 30, 1986
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 280; *Citation:* 32 M.R.S.A., Sect. 3971
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

**ORGANIZATION:** The Board of Accountancy, consists of seven members appointed by the Governor. Each member of the Board must be a citizen of the United States and a resident of this State. Three members must be certified Public Accountants and three members must be noncertified public accountants—all in active practice for at least the five preceding years of appointment date. One member of the board shall be a representative of the public. Both the CPA members and the noncertified Public Accountant members must be registered in accordance with the law.

The term of office of each member will expire as now provided by law. The successor of each present member will be appointed for a term expiring September 1 in the third year after the appointment. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon expiration of the term of office, a member continues to serve until a successor has been appointed and has qualified. The Governor will remove from the Board any member whose permit to practice has become void, revoked, or suspended, and may, after a hearing, remove any member of the Board for neglect of duty or any other just cause.

**PROGRAM:** The duties of the Board of Accountancy include holding Certified Public Accountant (CPA) and Public Accountant (PA) examinations, issuing CPA and PA certificates by reciprocity from other states, issuing annual permits to practice to qualified certificate holders, and investigating complaints against certificate holders, taking appropriate action where necessary. The Board prepares and distributes free of charge its roster of licensed practitioners in the State and provides information to the general public in relation to securing of accounting services and to persons contemplating a career in the profession of public accounting.

During the fiscal year 1983 the Board of Accountancy met 6 times, held 4 examinations, issued 51 certificates based on the examination results, and issued 13 reciprocal certificates. A total of 713 Public Accountants and Certified Public Accountants secured annual permits to practice. Five complaints were investigated in conjunction with the office of Attorney General.

**LICENSES, PERMITS, ETC.:**

- Certification:
  - Public Accountants
  - Certified Public Accountants
- Annual Registrations:
  - Offices
    - Public Accountants
    - Certified Public Accountants

**PUBLICATIONS:** Annual Roster listing all public accountants and certified public accountants registered to practice, state statute and Board regulations pertaining to the practice of public accountancy within the State. (free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF ACCOUNTANCY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 4,696 | | 4,696 | | | |
| Rents | 4,567 | | 4,567 | | | |
| Other Contractual Service | 37,365 | | 37,365 | | | |
| Commodities | 101 | | 101 | | | |
| Transfers to Other Funds | 2,456 | | 2,456 | | | |
| **TOTAL EXPENDITURES** | 49,185 | | 49,185 | | | |

# ADMINISTRATIVE SERVICES DIVISION

**LINDA S. GILSON, DIRECTOR**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333
*Established:* 1974 *Sunset Review Required by:* June 30, 1986
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 027A; *Citation:* 10 M.R.S.A., Sect. 8002
*Average Count—All Positions:* 7 *Legislative Count:* 0

**PURPOSE:** The Administrative Services Division was established by the Commissioner to provide centralized administrative support with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, personnel management and contract administration for all of the bureaus, boards and commissions within the Department of Business Regulation.

**ORGANIZATION:** Created by the Commissioner in 1975, the Division, in addition to the Director, consists of one secretary, one stenographer, one accountant, one account clerk and two board clerks.

Within the Administrative Services Division there are three functional units. The first is Financial which provides centralized accounting and fiscal services for the department as well as centralization of purchasing and property accounting. The second section, Personnel, is responsible for all personnel transactions for the department including the preparation of payrolls, affirmative action and contract administration. The third section, Board Office, provides support services for most of the occupational and professional licensing boards which are part of the Department of Business Regulation.

**PROGRAM:** The Administrative Services Division provides day-to-day support services in the areas described in its purpose and organization for the entire department. Additionally, the Division staffs the Commissioner's Office and provides clerical, stenographic and word processing services to bureaus, boards and commissions as their needs require. The Division is responsible for conducting the registration of Charitable Solicitations, sellers of Business Opportunities, Itinerant Vendors and Itinerant Photographers and such other registrations as are mandated to the Department or to the Commissioner. Lastly, the Division is responsible for routine dealings with those charged with the operations and maintenance of the department's buildings and grounds.

**LICENSES, PERMITS, ETC.:**

Auctioneers Licenses
Transient Sales
Itinerant Photographers

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| ADMINISTRATIVE SERVICES DIVISION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 106,798 | | 106,798 | | | |
| Health Benefits | 6,177 | | 6,177 | | | |
| Retirement | 19,106 | | 19,106 | | | |
| Other Fringe Benefits | 672 | | 672 | | | |
| Other Contractual Service | 6,413 | | 6,413 | | | |
| Commodities | 3,742 | | 3,742 | | | |
| Equipment | 3,701 | | 3,701 | | | |
| Transfers to Other Funds | 37,703 | | 37,703 | | | |
| **TOTAL EXPENDITURES** | 184,312 | | 184,312 | | | |

# ARBORIST EXAMINING BOARD

**CLARK GRANGER, STATE ENTOMOLOGIST**
**JAMES McMULLEN, Community Forester**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Established:* 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 287; *Citation:* 32 M.R.S.A., Sect. 2001

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy; issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give examinations annually.

**ORGANIZATION:** The Arborist Examining Board, created in 1961, is comprised of six members, two appointed from the Bureau of Forestry by the Bureau Director and four appointees by the Governor—one a plant pathologist from either the State or University of Maine staff, two licensed commercial arborists, and one public member; all are appointed for a five year term. The Director of the board is the Commissioner of Business Regulation or his designee. The current Director is the State Entomologist who also serves as a member.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Business Regulation essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are now issued on a biennial basis from that Department's Central Licensing Division located at the Stevens School, Hallowell.

**PROGRAM:** During FY 1983 the Arborist Examining Board examined 37 applicants during the annual examination given in December. The Arborist Industry in general requested the exam be available throughout the year rather than only a couple of times a year as in the past. The Board adopted a policy to make the exam available by appointment; arrangements to be made with the Arborist Board Clerk at Business Regulation. In the past 6 months 9 exams have been given under this arrangement.

Current number of licensed arborists is 213.

**PUBLICATIONS:**

Arborist Study Guide—Sent upon receipt of application fee.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| ARBORIST EXAMINING BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| EXPENDITURES | | | | | | |
| Salaries and Wages | 95 | | 95 | | | |
| Other Contractual Service | 2,808 | | 2,808 | | | |
| TOTAL EXPENDITURES | 2,903 | | 2,903 | | | |

# MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS

**EDWARD W. MILLETT, CHAIRMAN**
**GEORGE TERRIEN, Secretary**

*Central Office:* 156 Danforth St., Portland *Telephone:* 774-0039
*Mail Address:* 156 Danforth Street, Portland, Maine 04102
*Established:* 1945 *Sunset Termination Scheduled to Start by:* June 30, 1986
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 288; *Citation:* 32 M.R.S.A., Sect. 211
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine State Board for Registration of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination, certification and registration of persons who wish to practice architecture or landscape architecture, or use the title "architect" or "landscape architect" in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title "architect" or "Maine registered landscape architect" and engage in performing the functions of each; to issue certificates of registration and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for registration, and employs legal advice and such other assistance as it may deem necessary. Also records of its proceedings, and a register of all applicants for registration are kept by the Board.

**ORGANIZATION:** Appointments shall be for 3-year terms, except that no more than 3 members' terms may expire in any one calendar year. Appointments for terms of less than 3 years may be made in order to comply with this limitation. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only, a period actually served which exceeds ½ of the 3-year term shall be deemed a full term. Upon expiration of a member's term, he shall serve until his successor is qualified and appointed. The successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. Any vacancy shall be filled by appointment for the unexpired term. A member may be removed by the Governor for cause.

The Board annually elects a chairman and a secretary. The Board must meet at least once a year to conduct its business; additional meetings being held as necessary for the purpose of examining candidates for registration.

**PROGRAM:** The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations necessary for the performance of its duties of establishing and maintaining high standards of ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

In FY 83, 14 residents in the State were registered as architects; 9 by examination, 2 by reciprocity with registration in another state, and 3 through the National Council of Architectural Registration Boards (NCARB).

Fifty-six nonresidents were registered as architects; 1 by examination, 5 by reciprocity with registration in another state, and 50 through the National Council of Architectural Registration Boards.

Registration renewals were granted to 160 resident architects and 511 nonresidents. In addition, 1 resident landscape architect was registered by examination, 1 resident landscape architect was registered through reciprocity with registration in another state. Registration renewals were granted to 37 resident landscape architects and 28 nonresident architects.

Examinations pass rates ranged from 80% on the 1982 Qualifying Exam to 46% on Section A of the Professional Exam and 86% on Section B of the Professional Exam.

Seven complaints concerning nonlicensed practice of architecture were referred to the Attorney General's office.

The long-range plan is to strive for the constant betterment and to maintain the highest standards of professional conduct in the best interests of the public.

**LICENSES, PERMITS, ETC.:**

Registration:
Architects and Landscape Architects

**PUBLICATIONS:**

Additions and update to 1980 Annual Report which includes the Laws, Rules/Regulations of the Maine State Board for Registration of Architects and Landscape Architects, and a list of resident and non-resident architects and landscape architects registered in the State of Maine, showing their addresses and registration numbers. An Annual Report may be sent to any person upon request and payment of $5.00.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,214 | | 2,214 | | | |
| Other Contractual Service | 22,514 | | 22,514 | | | |
| Rents | 2,143 | | 2,143 | | | |
| Commodities | 111 | | 111 | | | |
| Transfers to Other Funds | 2,050 | | 2,050 | | | |
| **TOTAL EXPENDITURES** | 29,032 | | 29,032 | | | |

# MAINE ATHLETIC COMMISSION

**SAMUEL MICHAEL, CHAIRMAN**
**JOAN M. SURAWSKI, Executive Secretary**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333
*Established:* 1939 *Sunset Termination Scheduled to Start by:* June 30, 1986
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 035; *Citation:* 8 M.R.S.A. Sect. 101
*Average Count—All Positions:* 5.5 *Legislative Count:* 5.5

**PURPOSE:** The Maine Athletic Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public. In 1977 Professional wrestling was added to this commission's jurisdiction. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to license all professional wrestlers and officials for professional wrestling contests and exhibitions; to deny licenses; to suspend licenses of boxers and professional wrestlers for mental or physical reasons; to recommend revocation of licenses to the Administrative Court under the Administrative Procedures Act; and to ensure payment into the general fund by promotors of three percent of gross receipts from boxing and wrestling contests and exhibitions.

**ORGANIZATION:** The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Business Regulation.

The Commission consists of five members appointed by the Commissioner of Business Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Business Regulation employs personnel and provides administrative assistance as required.

On May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

**PROGRAM:** The Maine Athletic Commission has had no increase in boxing or wrestling activity during the past fiscal year.

There was a Golden Gloves tournament held in Lewiston this year and the winners went on to Vermont for competition. Four out of six won their division in that competition and went on to the New Englands in Lowell, Massachusetts. All lost.

There were 36 boxing shows and 14 wrestling shows during the past fiscal year. A total of 251 boxing and wrestling licenses of all kinds were issued.

**LICENSES, PERMITS, ETC.:**

*Boxing*

Referee
Manager
Physician
Second
Timekeeper
Boxer
Promoter
Judge
Knockdown timekeeper

*Wrestling*

Referee
Matchmaker
Manager
Physician
Timekeeper
Announcer
Wrestler
Promoter

**PUBLICATIONS:** Booklet containing the Statute — Instructions Rules and Regulations Relating to Boxing

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE ATHLETIC COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| EXPENDITURES | | | | | | |
| Salaries and Wages | 12,805 | 12,805 | | | | |
| Retirement | 2,012 | 2,012 | | | | |
| Other Contractual Service | 3,029 | 3,029 | | | | |
| Commodities | 73 | 73 | | | | |
| TOTAL EXPENDITURES | 17,919 | 17,919 | | | | |

# AUCTIONEERS ADVISORY BOARD

### HARVEY E. DEVANE, COMMISSIONER, BUSINESS REGULATION

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Established:* September 14, 1979 *Sunset Review Required by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 302; *Citation:* 32 M.R.S.A. Sect. 271

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Auctioneers Advisory Board was created for the purpose of advising the commissioner of the Department of Regulation or his designee on the administration of the laws relating to Auctioneers.

**ORGANIZATION:** Created effective September 14, 1979, the Auctioneers Advisory Board is composed of 3 members, 2 of whom are auctioneers and one who is a public member. The members are appointed by the commissioner and serve for initial terms of one, 2 and 3 years respectively without compensation. Members are reimbursed for actual expenses for attendance at meetings. After the expiration of the terms of the initial members, succeeding members serve for a term of 3 years. The advisory board meets at least twice each year in the department offices and at any other times as the commissioner deems necessary.

**PROGRAM:** The Auctioneers Advisory Board met once during the fiscal year to hear complaints against two auctioneers and to determine whether their actions violated the provisions of the Auctioneer Law.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Department of Business Regulation.

# BUREAU OF BANKING

### H. DONALD DeMATTEIS, SUPERINTENDENT
### ROY L. GOVE, Deputy Superintendent

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3231
*Mail Address:* Statehouse Sta. #36, Augusta, Maine 04333

*Established:* 1827 *Sunset Review Required by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 029; *Citation:* 9-B, M.R.S.A., Sect. 121

*Average Count—All Positions:* 32 *Legislative Count:* 6

**PURPOSE:** The Bureau of Banking was established to supervise all financial institutions chartered by the State in a manner to maintain and promote safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare; and to assure that investors and the general public have the full and accurate information needed to make investment decisions, and that transactions in securities be effected fairly and honestly and are not fraudulent.

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once every 18 months; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to approve or deny applications for new charters and applications by existing financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter; to administer the Maine Securities Act requiring registration of all non-exempt securities sold and registration of all brokers, dealers and agents selling securities in Maine; to prohibit dealers and agents from offering or selling securities if not satisfied that offerings have been made honestly, fairly, in good faith, with proper disclosure of information, and will not work a fraud on the prospective purchaser; to suspend or revoke, after hearing, the registration of dealers or agents or of any security, where statutory requirements have not been met; and to respond quickly and effectively to consumer complaints, investigate possible violations and make recommendations to the Attorney General as to the prosecution of violators. The Bureau administers the Takeover Bid Disclosure Law, requiring the filing of information about any company seeking to purchase 5% or more of the shares of any non-exempt target company which is organized under Maine law or which has substantial assets located in Maine, and can prohibit such offer, if after a hearing the proposed offering is deemed not to meet the requirements of law. The Bureau is lastly required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

**ORGANIZATION:** From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, loan and building associations and trust companies, including approvals of branches, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was to be administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to expand further the definition of securities, to add civil liability and anti-fraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. Significant amendments effective in 1980 and 1981 also redefined certain terms, provided new or expanded exemptions, and added new enforcement authority. In 1978 a Takeover Bid Disclosure Law was enacted, naming the Bank Superintendent or his designee as the administrator. That law was amended in 1982 with the intent to preclude any attack on its constitutionality under the supremacy and commerce clauses. Both the Maine Securities Act and the Takeover Bid Disclosure Law are administered by the Securities Division of the Bureau.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures and non deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976. In 1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

**PROGRAM:** The Bureau's program is primarily implemented through its Banking and Securities Divisions.

**Banking.** Statutory requirements now call for examination of all state-chartered financial institutions and credit unions to be completed once in an 18 month period. The present 18 month period for examinations ends June 30, 1984.

Four branch applications were received and approved during fiscal year 1983 and one application from fiscal year 1982 was approved. Four applications to close branches were received and approved during the fiscal year. From June 30, 1982 to July 1, 1983, the Bureau received and approved several applications for mergers: three savings and loans were merged under the newly enacted emergency powers, two savings banks were given permission to merge and the Bureau approved the merger of two commercial banks. Also, the Bureau approved the formation of a holding company. Two applications were received under the Maine Interstate Banking Act, one New York bank holding company acquired a Maine multi-bank holding company and another New York bank holding company was given permission to establish a *de novo* bank in Maine. The Bureau also had pending at the close of the fiscal year an application for a name change for a commercial bank. Approximately 25 new statellite facilities were approved for sharing.

Administrative officers of the Bureau attended and participated in programs of industry groups, professional associations and federal bank regulatory agencies. Advanced examiner training involved several examiners in various interagency schools including seven different schools devoted to the specialized area of Electronic Data Processing examination, three sessions on examining trust departments and twelve other schools and seminars designed to increase the level of expertise in the field of bank examination. Two senior bank examiners were selected to act as instructors in the schools sponsored by the Conference of State Bank Supervisors and the National Association of State Savings and Loan Supervisors. One examiner completed the Maine/New Hampshire School of Banking and two others began three year graduate studies programs.

A substantial effort in the past year has been expended to train qualified examiners. A training program which utilizes many schools external to the Bureau as well as the Bureau's staff is ongoing. The Bureau is broadening the scope of its examination capabilities to include electronic data processing, bank holding companies and has developed a formal compliance review.

A closer working relationship with Federal regulatory agencies is being fostered. The Bureau has expanded the divided examination program in which only one agency, state or federal, will conduct the examination and provide the other with its report. The agencies will alternate examinations of each financial institution, rather than examine them concurrently, which was the past practice. This system appears to provide for better utilization of staff and also eases the regulatory burden on financial institutions.

**Securities Division.** During fiscal year 1982-83, the Securities Division processed 2,588 applications to register securities under Section 871, 404 notifications to perfect private offering exemptions under Section 874(A) (3) and 1,081 notifications to perfect exchange listed under Section 873(5)(B). As of the end of the fiscal year, 493 dealers in securities and 3,666 agents were registered to sell securities in Maine.

Over the past year, there has been a booming market in "initial public offerings" typically involving high tech companies. The Division received unusually high volume of applications to register securities. This has put strain on the Division's ability to process the applications in a prompt and orderly manner.

Since November 1982, the Division has registered a number of banks in this State as dealers in securities in connection with their offering of "discount brokerage services" to clients. These services compete with services offered by the regular broker dealers. Evidence suggests that banks will continue to expand their activities to cover a broader range of service to customers.

The Division agreed to enter and become a member of the Central Registration Depository (CRD), an electronic registration system operated jointly by the National Association of

Securities Dealers Inc. (NASD) and the North American Securities Administrators Association Inc. (NASAA). In early 1984, Maine should be on-line and thereafter agents of NASD member firms may register in one or more member states by filing an application with the NASD in Washington, D.C.

The range and scope of the Division's enforcement activities expanded this year. The Division entered into more than a dozen Consent Agreements with violators of the Maine Securities Act, issued several cease and desist orders and supported the Attorney General's Office in the filing of civil actions against violators of the Maine Securities Act. The Division also processed numerous inquiries and complaints from consumers, most of which resulted in satisfactory results.

The Division proposed two legislative bills for the January 1984 Special Session. One will be to reconcile the Maine Securities Act to certain requirements for membership in the CRD. The other bill will ask for authority for deregistration of securities when an application has been filed and has been dormant for more than 90 days without amendment or other action taken by the applicant.

There have been no applications filed under the Maine Takeover Bid Disclosure Law (MTBDL) during the preceding fiscal year. In June 1982, the U.S. Supreme Court issued a decision on the Illinois takeover law declaring it unconstitutional. There has been no test of the constitutionality of the Maine law since that time and no circumstances have arisen to trigger any enforcement action under the MTBDL. Proposals were considered for presentation to the past Regular Session of the Legislature to severely restrict the coverage of law or to repeal it all together. However, on recommendations from the private bar, no bill was introduced.

The goals of the Division for the coming year include:

1. implementing the electronic registration of agents on the CRD system;
2. continuing an aggressive enforcement effort and foster a greater awareness of the securities law;
3. developing better cooperation between federal agencies and other state agencies for enforcement of the securities law; and
4. studying the needs for legislative amendments to be presented to the next Regular Session of the Legislative or alternatives to recommend enactment of the Uniform Securities Act, which has been adopted by approximately 40 other jurisdictions up to this time.

**LICENSES, PERMITS, ETC.:**

License:
- Securities Agent or Salesman
- Securities Dealer
- Negotiable Money Orders (Company and Agent)

**PUBLICATIONS:**

Banking Laws, Regulations and Bulletins—Maine Bureau of Banking ($40.00) (includes 5 year updates 1980-1984 inclusive)

Maine Securities Act—($4.00)

A Consumer's Guide to Home Mortgage Financing in the 1980's (Free)

Report of the Superintendent, Bureau of Banking, State of Maine For the Ten Year Period June 30, 1972-June 30, 1983 ($5.00)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF BANKING | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 557,201 | 79,884 | 477,317 | | | |
| Health Benefits | 22,632 | 4,168 | 18,464 | | | |
| Retirement | 91,330 | 12,550 | 78,780 | | | |
| Other Fringe Benefits | 3,350 | 517 | 2,833 | | | |
| Computer Services—State | 411 | | 411 | | | |
| Other Contractual Service | 188,270 | 7,620 | 180,650 | | | |
| Rents | 1,972 | | 1,972 | | | |
| Commodities | 5,962 | 1,048 | 4,914 | | | |
| Equipment | 851 | | 851 | | | |
| Transfers to Other Funds | 22,591 | | 22,591 | | | |
| TOTAL EXPENDITURES | 894,570 | 105,787 | 788,783 | | | |

# STATE BOARD OF BARBERS

**JOSEPH D. CORMIER, CHAIRMAN**
**RAYMOND L. HODGKINS, Executive Secretary**

*Central Office:* 99 Western Ave., Bld. #10, Augusta; *Floor:* 1 *Telephone:* 622-3821
*Mail Address:* Statehouse Sta. #96, Augusta, Maine 04333
*Established:* 1937 *Sunset Termination Scheduled to Start by:* June 30, 1986
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 292; *Citation:* 32 M.R.S.A., Sect. 351
*Average Count—All Positions:* 1 *Legislative Count:* 0

**PURPOSE:** The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a certificate of registration for the practice or instruction of barbering in the State of Maine; to issue and renew bi-annually such certificates to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the certificate of any school, barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom certificates are issued; to issue certificates of approval to qualifying schools of barbering; and to make and enforce rules and regulations, consistent with the law and subject to the approval of the Department of Human Services and the Department of Education & Cultural Services, concerning the practice of barbering and operating of schools for its instruction.

**ORGANIZATION:** The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology.) This Board now consists of five members: one is the director of the Bureau of Health, one is a lay person representing the public and three are active barbers, the last four are appointed by the Governor for a term of three years. The Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a full time executive secretary.

**PROGRAM:** During FY 1983 the Board held 9 organized meetings, administered examinations to 37 candidates. Of the 37 candidates examined for barber registrations, 36 passed the exam and 1 failed. 3 candidates were examined for instructor registrations and passed. Three complaints regarding illegal barbering were received and referred to the Office of the Attorney General, two were settled without court action and one case is still pending. Most discrepancies in barbering were noticed and corrected through regular inspections of all shops throughout the year; 704 inspections were made in FY 1983.

The following number of licenses, registrations and permits were issued this fiscal year: barber shops 64, barber certificate of registrations 61, work permits 16, apprentice registrations 7, instructor registrations 3, student permits 40, technician registrations 2. 36 new shops opened, 15 closed, 2 changed location and 4 changed ownership.

Three new Laws were passed during the first regular session of the 111th Maine Legislature; Public Law 339, "An Act to Permit Barbers to Cut Hair Outside of Barber Shops"; Public Law 140, "An Act to Change the Jursidiction for Regulation of Schools of Barbering and Schools of Hairdressing and Beauty Culture" and Public law 413 "An Act Providing Uniformity, Conformity with the Maine Administrative Procedure Act and Compliance with Court Decisions of the Statutes of Licensing Boards within the Department of Business Regulations".

**LICENSES, PERMITS, ETC.:**

- License:
  - Barber Shop
- Registration:
  - Certificate of Registration for Barbers
  - Certificate of Registration for Instructor
  - Certificate of Registration for Technician
  - Certificate of Registration for Apprentice
- Permit:
  - Work

**PUBLICATIONS:**

Barber Board Bulletin, published once annually and distributed to all barber shops (free).
Maine Barber Laws, Rules and Regulations (free).

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF BARBERS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 17,474 | | 17,474 | | | |
| Health Benefits | 933 | | 933 | | | |
| Retirement | 2,611 | | 2,611 | | | |
| Other Fringe Benefits | 100 | | 100 | | | |
| Other Contractual Service | 7,654 | | 7,654 | | | |
| Rents | 2,300 | | 2,300 | | | |
| Commodities | 111 | | 111 | | | |
| Transfers to Other Funds | 1,423 | | 1,423 | | | |
| **TOTAL EXPENDITURES** | 32,606 | | 32,606 | | | |

# STATE CLAIMS BOARD

**JOANNE S. SATALOFF, CHAIRWOMAN**
**RONALD M. ROY, Chief Counsel & Clerk**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2861
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333
*Established:* 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 038; *Citation:* 23 M.R.S.A., Sect. 152
*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** The State Claims Board was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Board are to conduct hearings relative to real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove of certain claims against the State or any of its agents, which are not submitted under specific statutory provisions, and which do not exceed the sum of $2,000.00 for each claim.

**ORGANIZATION:** Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under State Government Reorganization legislation, effective October 3, 1973, the Board was placed within the Department of Business Regulation.

The Land Damage Board whose name was statutorily changed to the State Claims Board consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Board is appointed for each hearing or series of hearings within the County where the land is situated. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Board.

**PROGRAM:** The State Claims Board scheduled for hearings, 119 cases during FY 83. However, there were 164 cases disposed of, 161 of which were land damage cases and 3 represented State claims. There were 90 land damage cases which were settled without the need of hearings. There were 58 cases heard before the Board, 55 land damage cases and 3 general claims. There were 44 cases continued.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE CLAIMS BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 57,552 | | | 57,552 | | |
| Health Benefits | 1,662 | | | 1,662 | | |
| Retirement | 5,978 | | | 5,978 | | |
| Other Fringe Benefits | 250 | | | 250 | | |
| Other Contractual Service | 12,336 | | | 12,336 | | |
| Commodities | 487 | | | 487 | | |
| Grants—Subsidies—Pensions | 5,838 | | | 5,838 | | |
| Transfers to Other Funds | 2,073 | | | 2,073 | | |
| TOTAL EXPENDITURES | 86,176 | | | 86,176 | | |

# BOARD OF COMMERCIAL DRIVER EDUCATION

**BRIAN FLANAGAN, CHAIRMAN**
**DIANE BRADSTREET, BOARD CLERK**

*Central Office:* Stevens School, Central Bldg., Hallowell, Maine *Telephone:* 289-3671
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Established:* January 1, 1982 *Sunset Review Required by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 295; *Citation:* 32 M.R.S.A., Sect. 9552

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Commercial Driver Education was created for the purpose of examining and licensing commercial driver education schools and instructors as well as investigating all complaints of noncompliance with or violation of the law and/or established rules and regulations.

**ORGANIZATION:** The Board of Commercial Driver Education is composed of 5 members appointed by the Governor. Two members are representatives of Class A schools, as defined in section 9601, one is a representative of Class B schools, as defined in section 9601, one member is a public representative and one member is the Director of the Division of Motor Vehicles or his designee.

The term of office of each member is 4 years, except that, of the 3 school members on the first board appointed under this subchapter, one was appointed for 2 years and one for 3 years.

**PROGRAM:** A total of 164 commercial driver education schools and instructors are currently licensed; 46 Class A schools; 5 Class B schools; 93 Class A instructors; and 20 Class B instructors.

The Board has held five meetings throughout the year.

Over the first year of operation the Board of Commercial Drivers Education has revised the rules and regulations of its members. Thru a series of public hearings and legislative work we were able to revise the rules.

We are in the process of setting up a series of seminars and in service training programs for all instructors.

**LICENSES, PERMITS, ETC.:**

Clas A Commercial Schools
Class B Commercial Schools
Class A Commercial Instructors
Class B Commercial Instructors

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF COMMERCIAL DRIVER EDUCATION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 35 | | 35 | | | |
| Other Contractual Service | 5,839 | | 5,839 | | | |
| Commodities | 88 | | 88 | | | |
| TOTAL EXPENDITURES | 5,962 | | 5,962 | | | |

# BUREAU OF CONSUMER CREDIT PROTECTION

**ROBERT A. BURGESS, SUPERINTENDENT**
**HARRY W. GIDDINGE, Deputy Superintendent**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Established:* 1975 *Sunset Review Required by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 030; *Citation:* 9-A M.R.S.A., Sect. 6-103

*Average Count—All Positions:* 10 *Legislative Count:* 0

**PURPOSE:** The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conform to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Home Repair Financing, Collection Agencies, Insurance Premium Finance Companies, Simplified Consumer Loan Contracts, and the Fair Credit Reporting Act.

**ORGANIZATION:** The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature amended the name of the Bureau of Consumer Protection to be Bureau of Consumer Credit Protection in PL 501.

**PROGRAM:** The Bureau's program is composed of two basic parts: examination of lending institutions to seek compliance with consumer credit laws and a consumer education program. During FY 83, 212 creditors,22 debt collection agencies, and 4 credit bureaus were examined. During this period the Bureau returned approximately $585,327 to consumers as a result of violations discovered during the examination and complaint resolution process. The Bureau cited 967 violations of truth in lending laws and 457 Consumer Credit Code violations after reviewing 28,173 transactions. The Bureau received about 1,000 credit-related questions and complaints from consumers. The Bureau entered into an assurance of discontinuance with 12 creditors, conducted 2 enforcement hearings and 2 licensing hearings. One Collection Agency license was revoked. The Bureau issued 6 Advisory Rulings pursuant to the Consumer Credit Code, 1 under the Collection Agency Law, 1 under the Insurance Premium Financing Act and 1 under the Home Repair Financing Act. The Bureau also initiated an examination program to implement the Fair Credit Reporting Act. The Bureau cited 92 violations after reviewing 4,694 credit denial files of 106 creditors during FY 83.

The Bureau continued a quarterly publication, Consumer Credit Newsletter, designed to assist creditors in complying with state and federal consumer credit laws. There were 3 Consumer Credit seminars conducted by the examination staff at the request of creditors.

Creditors reported a volume of consumer credit extended during calendar year 1982 of $939,289,143. This total does not include volume unreported by 13 federally-chartered financial institutions which, based on estimates, would increase the total by another 100 million.

The Bureau received filings or licensed the following creditors in FY 83:

| | |
|---|---|
| Supervised financial organizations (banks, credit unions) | 528 |
| Supervised lenders (small loan companies) | 18 |
| Other Creditors (merchants) | 1,134 |
| Other lenders | 16 |
| Sales finance companies | 27 |
| Home Repair Contractors; Salesmen | 99 |
| Collection Agencies | 31 |
| Insurance Premium Finance Co. | 26 |
| Total | 1,879 |

**LICENSES, PERMITS, ETC.:**

License:

Home Repair Contractors
Home Repair Financing Agencies
Home Repair Salesmen
Collection Agencies
Insurance Premium Finance Companies
Supervised Lenders-Consumer Credit Code
Consumer Credit Code Registrations

**PUBLICATIONS:**

Down Easter's Pocket Credit Guide (free to Maine residents)
Down Easter's Lemon Guide (free to Maine residents)
Down Easter's Guide to Consumer Rights and Debt Collectors (free to Maine residents)
Consumer Credit Newsletter ($5/yr.)
Maine Consumer Credit Guide—(published monthly)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF CONSUMER CREDIT PROTECTION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 153,041 | | 153,041 | | | |
| Health Benefits | 6,658 | | 6,658 | | | |
| Retirement | 21,238 | | 21,238 | | | |
| Other Fringe Benefits | 897 | | 897 | | | |
| Other Contractual Service | 38,917 | | 38,917 | | | |
| Rents | 50 | | 50 | | | |
| Commodities | 2,620 | | 2,620 | | | |
| Grants—Subsidies—Pensions | 4 | | 4 | | | |
| Equipment | 264 | | 264 | | | |
| Transfers to Other Funds | 13,332 | | 13,332 | | | |
| **TOTAL EXPENDITURES** | 237,021 | | 237,021 | | | |

# STATE BOARD OF COSMETOLOGY

**JOYCE M. POULIN, CHAIRMAN**
**GERALDINE L. BETTS, Executive Secretary**

*Central Office:* Capitol Shopping Center, Augusta *Telephone:* 289-2231 & 289-2232
*Mail Address:* Statehouse Sta. #62, Augusta, Maine 04333

*Established:* 1933 *Sunset Termination Scheduled to Start by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 305; *Citation:* 32 M.R.S.A., Sect. 1601

*Average Count—All Positions:* 5 *Legislative Count:* 0

**PURPOSE:** The Board was established to administer, coordinate, and enforce Chapter 23; evaluate the qualifications and supervise the examinations of applicants for registration; and at its discretion investigate allegations of violations, in order to protect the consuming public.

**ORGANIZATION:** The Board consists of 7 members, 6 of whom shall be appointed by the Governor. Five shall be engaged in the practice of Cosmetology for at least 3 years immediately prior to this appointment. One member shall be a representative of the public and one member shall be the Director of Health. Term of office shall be 3 years and no one shall serve more than 3 consecutive terms.

**PROGRAM:** The Board must meet at least twice during the calendar year: Once in the month of January to select a chairman, and again before the end of December. During the fiscal year 1982-1983, the Board of Cosmetology held eight meetings.

The Board conducted eleven hairdresser examinations during the fiscal year of 82-83. A total of four hundred fifty-six candidates were examined. Fifty-seven failed the exam with forty-eight candidates returning to take a second exam and successfully passing. These figures do not reflect the June 1983 exam results since those scores are not yet in.

Sixteen passed the cosmetology instructor exam.

A total of three hundred thirty-three new beauty shops were licensed during 1982-83.

**LICENSES, PERMITS, ETC.:**

License:
- Apprentice Hairdresser's Certificate of Registration
- Beauty Shop License
- Student Hairdresser's Certificate of Registration
- Hairdresser's Certificate of Registration
- Instructor's Certificate of Registration
- Demonstrator's Certificate of Registration
- Hairdresser's Certificate of Registration (Manicurist)
- Student Instructor Hairdresser's Certificate of Registration

Permit:
- Permit to Practice Hairdressing and Beauty Culture

**PUBLICATIONS:**

- School Rules and Regulations (free)
- Student Rights (free)
- Rules and Regulations Pertaining to Beauty Shops (free)
- State Board of Cosmetology Laws Pertaining to Cosmetology 1977 (free)
- Rules of Practice (free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF COSMETOLOGY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 64,742 | | 64,742 | | | |
| Health Benefits | 4,156 | | 4,156 | | | |
| Retirement | 9,318 | | 9,318 | | | |
| Other Fringe Benefits | 434 | | 434 | | | |
| Other Contractual Service | 26,920 | | 26,920 | | | |
| Rents | 9,367 | | 9,367 | | | |
| Commodities | 1,032 | | 1,032 | | | |
| Transfers to Other Funds | 3,229 | | 3,229 | | | |
| TOTAL EXPENDITURES | 119,198 | | 119,198 | | | |

# ELECTRICIANS' EXAMINING BOARD

**RAYMOND PELLETIER, CHAIRMAN**
**BLAKE McKAY, Executive Secretary**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2352
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Established:* 1953 *Sunset Termination Scheduled to Start by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 318; *Citation:* 32 M.R.S.A., Sect. 1151

*Average Count—All Positions:* 5 *Legislative Count:* 0

**PURPOSE:** The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power, and other purposes and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician or Apprentice or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

**ORGANIZATION:** The Electricians' Examining Board was created in 1953, administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installations of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation.

The Board consists of the Commissioner of Business Regulation, who serves as an executive secretary, or the Commissioner's appointee who must be confirmed by a majority of the Board members. The remaining members are appointed by the Governor. Two must be appointed from a list of three submitted by the State Electrical Associates. The appointive members must consist of one master electrician, one inside electrician, one electrical inspector, two other persons experienced in the electrical field and one public member. All members, except the public member, must have at least ten years' experience in the electrical field. The Board annually elects its own chairman.

**PROGRAM:** During FY 1983, the Electricians' Examining Board held 13 meetings, administered examinations to 646 applicants, of which 55% were issued licenses. A total of 7,344 people hold licenses issued by the Board.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the State. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFPA #70). A total of 1,436 inspections were made during the year.

The Board also checks electrical vocational school students' projects and holds classes throughout Maine to inform electricians of important code changes.

The Board assists the State Fire Marshal's Office with investigation of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installation. In FY 83, they were involved in 9 court cases, 2 of these were complaints against unlicensed people. Twenty-three complaints were received against licenses and all were handled without formal disciplinary action.

In addition to their other duties, the Board has control over lightning rod installers (14) and motion picture operators (424).

In October, 1981 an electrical permit system was initiated requiring electrical permits for all electrical work, except for industrial plants and one and two family dwellings. Since this law has been in effect 582 permits have been issued.

**LICENSES, PERMITS, ETC.:**

License:
- Apprentice Electrician
- Helper Electrician
- Journeyman Electrician
- Limited Electrician
- Master Electrician
- Lightning Rod Agent
- Lightning Rod Manufacturer
- Motion Picture Operator
- Motion Picture Apprentice Operator

**PUBLICATIONS:**

Statutes of the Electricians Examining Board (free)
Roster of licensed electricians

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| ELECTRICIANS' EXAMINING BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 69,565 | | 69,565 | | | |
| Health Benefits | 2,786 | | 2,786 | | | |
| Retirement | 10,897 | | 10,897 | | | |
| Other Fringe Benefits | 578 | | 578 | | | |
| Other Contractual Service | 28,074 | | 28,074 | | | |
| Rents | 40 | | 40 | | | |
| Commodities | 472 | | 472 | | | |
| Transfers to Other Funds | 4,572 | | 4,572 | | | |
| **TOTAL EXPENDITURES** | 116,984 | | 116,984 | | | |

# STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

**HARRY E. CUMMINGS, CHAIRMAN**
**SYLVESTER L. POOR, Secretary**

*Central Office:* 65 Westwood Road, Augusta *Telephone:* 289-3236
*Mail Address:* Statehouse Sta. #92, Augusta, Maine 04333
*Established:* 1935 *Sunset Termination Scheduled to Start by:* June 30, 1981
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 322; *Citation:* 32 M.R.S.A., Sect. 1301
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistant with State laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

**ORGANIZATION:** The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers appointed from nominees recommended by the representative engineering societies of the State by the Governor and one representative of the public, who shall be appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary. The latter may or may not be a member of the Board.

**PROGRAM:** During FY 1983, a total of 229 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 200 applicants. As of June 30, 1983, a total of 3,371 engineers were registered for the fiscal year of 1983.

During the fiscal year, 301 applications for the Engineer-in-Training Certificates were received. Of this number 168 were seniors in the College of Engineering and Science at the University of Maine at Orono. Engineer-in-Training Certificates were granted to 173 applicants.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. The fall examinations were given in Augusta on October 29 and 30, 1982 with 43 professional engineer candidates on October 29th and 34 Engineer-in-Training candidates attending. The spring examinations were given in Augusta on April 15 and 16, 1983 with 64 professional engineer candidates on April 15 and 24 engineer-in-training candidates on April 16th attending. Also on April 16th the engineer-in-training examinations were given at Orono, at the University where 171 candidates attended.

The Board used the Uniform Written Examinations as provided by the National Council of Engineering Examiners (NCEE) for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the State Boards that desire to use them and are graded and returned by the National Council at cost. Boards of about 48 states and 4 territorial jurisdictions use these National Council examinations. This is an aid in attaining better uniformity in conducting comity among the several state boards.

The Board held four regular meetings during FY 83. These dates were July 8 and October 7, 1982, and January 13 and March 24, 1983.

The Board invited 8 applicants to appear for Oral Interviews, five were granted registration as Professional Engineers.

Four complaints of alleged violations were received, these were investigated and corrections made.

**LICENSES, PERMITS, ETC.:**

Registration:
- Professional Engineer
- Engineer-in-Training

**PUBLICATIONS:**

"Forty-fifth Annual Report With Roster of Professional Engineers" as of April 1, 1982 (free)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers" (free)

Also "Supplement" to the above was published as of April 5, 1983 with names and addresses of 189 new registrants. (free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 34,777 | | 34,777 | | | |
| Commodities | 59 | | 59 | | | |
| Equipment | 72 | | 72 | | | |
| Transfers to Other Funds | 2,329 | | 2,329 | | | |
| **TOTAL EXPENDITURES** | 37,237 | | 37,237 | | | |

# STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS

**MARSHALL D. ASHLEY, CHAIRMAN**
**ROBERT UMBERGER, Executive Secretary**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell; *Floor:* 1 *Telephone:* 289-3671
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Established:* 1975 *Sunset Termination Scheduled to Start by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 333; *Citation:* 32 M.R.S.A., Sect. 5004

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose of the State Board of Registration for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by registering and licensing professional foresters, and has the power to revoke or suspend the license of a registered professional forester for cause.

**ORGANIZATION:** The Board consists of 5 registered professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1, 2, 3, 4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the terms of any initial board member the Governor appoints members for a 5 year term. Each board member holds office until the expiration of the term or until such member's successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and executive secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the Board itself.

**PROGRAM:** A total of 53 new applicants have applied for registration as Professional Foresters; 49 have been approved. The remaining applications have been denied because they lacked the necessary qualifications or because their application is pending action. At the end of the fiscal year there were 723 Professional Foresters licensed.

Eight investigations were conducted into charges of people practicing forestry without being registered. Most of the cases involved unlicensed persons advertising themselves as foresters in printed publications.

The Board held two meetings throughout the year.

**LICENSES, PERMITS, ETC.:**
License:
Registered Professional Forester

**PUBLICATIONS:** (Upon Request)

Laws and Rules of the Maine State Board of Registration for Professional Foresters.

Listing of all Registered Professional Foresters—Names, Addresses, and License Numbers.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 5,682 | | 5,682 | | | |
| Transfers to Other Funds | 1,508 | | 1,508 | | | |
| **TOTAL EXPENDITURES** | 7,190 | | 7,190 | | | |

# STATE BOARD OF FUNERAL SERVICE

**ROBERT E. BLAIS, CHAIRMAN**
**KAREN BOSSIE, BOARD CLERK**

*Central Office:* Hallowell Annex, Hallowell *Telephone:* 289-3671
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333
*Established:* 1903 *Sunset Termination Scheduled to Start by:* June 30, 1982
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 331; *Citation:* 32 M.R.S.A., Sect. 1451
*Average Count—All Positions:* 1 *Legislative Count:* 1

**PURPOSE:** The board shall have the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law.

The board shall determine issuing of licenses, cause inspections to be made, and investigate complaints of licensees violating the law.

**ORGANIZATION:** The State Board of Funeral Services consists of 8 members, one of whom is the Commissioner of Business Regulation, who is the secretary of the board, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years' experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members, other than the Commissioner of Business Regulation, are appointed by the Governor, for terms of 4 years. In the case of vacancy by any reasons, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments. The present members of the Board of Examiners of Funeral Directors and Embalmers serve as members of the State Board of Funeral Services until their terms expire.

The board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

The members of the board each receive $20 a day and expenses while engaged in the business of the board. The secretary receives actual expenses while engaged in the business of the board. He/she serves as the treasurer thereof and receives all fees, charges and assessments payable to the board, and accounts for and pays over the same according to law.

**PROGRAM:** During FY 83 there were 4 new Funeral Homes licensed, 1 Funeral Director, 9 Resident Trainees, 4 Practitioners, and 27 Funeral Attendants. Throughout the year the Board had 11 regular meetings and 1 special meeting. Areas of consideration were: funeral home inspections, complaints, inquiries from other states, and examinations.

**LICENSES, PERMITS, ETC.:**

- Licenses:
    - Practitioner
    - Funeral Director
    - Embalmer
- Registration:
    - Funeral Home
    - Practitioner Trainee
    - Funeral Attendant
    - Livery Service

**PUBLICATIONS:**

State of Maine Directory of Licensed Practitioners of Funeral Service, Funeral Directors and Embalmers, Registered Funeral Homes (published annually)

Revised Statutes Relating to the State Board of Funeral Service

Fee to be determined.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF FUNERAL SERVICE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,339 | | 3,339 | | | |
| Other Contractual Service | 9,613 | | 9,613 | | | |
| Commodities | 124 | | 124 | | | |
| Transfers to Other Funds | 2,197 | | 2,197 | | | |
| **TOTAL EXPENDITURES** | 15,273 | | 15,273 | | | |

# GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

**HERBERT MOULTON, C.P.C.U., CHAIRMAN**
**THEODORE BRIGGS, Superintendent**

*Central Office:* Stevens School, Central Bldg., Hallowell *Telephone:* 289-3101
*Mail Address:* Statehouse Sta. #34, Augusta, Maine 04333
*Sunset Review Required by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 033; *Citation:* 24A M.R.S.A. Sect. 1525

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

**ORGANIZATION:** The General Lines Agent Examination Advisory Board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of the State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of other insurers authorized to do a property, casualty or surety insurance business in this State, and one of whom shall represent the public

The board may, in addition, consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

**PROGRAM:** The General Lines Agent Examination Advisory Board held 9 meetings throughout the year. They prepared new examinations for the General Lines Initial, General Lines Permanent and Adjusters Licenses. They also developed guides for the aforementioned examinations which are designed to assist prospective licensees in preparing for the examinations. They also prepared a new examination for Insurance Consultants.

**FINANCES, FISCAL YEAR 1983:** 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

# STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

**BARRY S. TIMSON, CHAIRMAN**
**PAT BEAUDOIN, Board Clerk**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Established:* October 3, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 070; *Citation:* 32 M.R.S.A., Sect. 4907

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experience background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

**ORGANIZATION:** The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, an administrative unit of the Department of Business Regulation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Department of Business Regulation.

**PROGRAM:** Regular meetings were held during the year. Nine examinations for certification were administered and nine (5 geologists and 4 soil scientists) new licenses were issued. The percentage for those licensed after taking the examination was 100%. Three of the nine examinations administered were re-examinations subsequent to failure of the first effort in the previous year.

Two warning letters were issued by the Board. Both warnings involved the practice of soil science without certification.

Legislation was introduced to clarify regulation language and to bring regulations into conformance with the Administrative Procedure Act.

**LICENSES, PERMITS, ETC.:**
- Certification:
  - Geologists
  - Soil Scientists

**PUBLICATIONS:**
- Roster: (at cost)
- Law and Rules and Regulations: Free

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Fund | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 3,060 | | 3,060 | | | |
| Commodities | 7 | | 7 | | | |
| Transfers to Other Funds | 1,065 | | 1,065 | | | |
| **TOTAL EXPENDITURES** | 4,132 | | 4,132 | | | |

# BOARD OF HEARING AID DEALERS AND FITTERS

**STANLEY M. WILNER, CHAIRMAN**
**KAREN BOSSIE, Board Clerk**

*Central Office:* Winthrop St., Hallowell *Telephone:* 289-3671
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333
*Established:* 1969 *Sunset Review Required by:* June 30, 1982
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 164; *Citation:* 32 M.R.S.A., Sect. 1660A
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board has the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law. Additionally, the Board may provide or make available opportunity for lectures, courses or workshops which will be useful and educational to licensees or trainees and may use its funds to sponsor such educational programs. Furthermore, the Board may recommend to the department the preparation and administration of suggested guidelines concerned with the fitting and selection of hearing aids in order that prospective licensees may possess the necessary backgrounds and qualifications to fit and sell hearing aids.

**ORGANIZATION:** Members of the Board must be residents of the State. The Board consists of 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one citizen consumer. Each hearing aid dealer and fitter on the Board must have had not less than 5 years of experience and must hold a valid license as a hearing aid dealer and fitter, as provided under this chapter.

All members of the Board are appointed by the Governor with the consent of the Executive Council. The term of office of each member is for 4 years. Before a member's term expires, the commissioner must appoint a successor to assume his duties at the expiration of his predecessor's term. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer. No member of the Board shall be reappointed to the Board until at least one year after the expiration of his 2nd term of office.

**PROGRAM:** Three board meetings were held for purposes of conducting business of a generalized nature and for supplying examinations for new applicants. Several complaints received from consumers were handled and were resolved to the satisfaction of both the consumers and the hearing aid dealers/fitters involved. A subject of importance still being discussed is the matter of continuing education requirements. Finally, based upon recommendations of the board, licensing fees were increased.

**LICENSES, PERMITS, ETC.:**

- License:
  - Corporation
  - Hearing Aid Dealers and Fitters
- Permit:
  - Trainee

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF HEARING AID DEALERS AND FITTERS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 560 | | 560 | | | |
| Other Contractual Service | 1,150 | | 1,150 | | | |
| Commodities | 47 | | 47 | | | |
| Transfers to Other Funds | 301 | | 301 | | | |
| **TOTAL EXPENDITURES** | 2,058 | | 2,058 | | | |

# BUREAU OF INSURANCE

## THEODORE T. BRIGGS, SUPERINTENDENT

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
*Mail Address:* Statehouse Sta. #34, Augusta, Maine 04333

*Established:* 1870 *Sunset Review Required by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 031; *Citation:* 24A M.R.S.A., Sect. 200

*Average Count—All Positions:* 32 *Legislative Count:* 1

*Organizational Units:*

- General Lines Agent Examination Advisory Board
- Life Agent Examination Advisory Board
- Examination Division
- Consumer Services Division
- Licensing Division
- Property and Casualty Division
- Life and Health Division
- Actuarial Division

**PURPOSE:** To regulate all insurance companies granted a certificate of authority in Maine to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

The Bureau examines domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance agents, brokers, consultants and adjusters. Also, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

The Bureau is responsible for authorizing and reviewing self-insurance status for both individual and group self-insurers for workers compensation.

The Bureau may file a complaint with the Administrative Court seeking suspension or revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of Title 24-A.

**ORGANIZATION:** In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provison that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

**PROGRAM:** The program of this Bureau is implemented through its five divisions.

**Property and Casualty Division.** This Division reviewed approximately 3,272 rate, rule and form filings, responded in writing on various matters; handled numerous telephone complaints and inquiries; held a rate hearing on Workers' Compensation rate filing; updated the automobile insurance premium comparison guide; and in various other ways participated in administration of Maine insurance laws.

**Examination Division.** The Examination Division completed 12 domestic insurance company examinations and 5 policy reserve valuations. Examinations are in process on 2 domestic insurance companies. Statistical reports were compiled on insurance written in the State of Maine.

**Life & Health Division.** The Life & Health Division received during fiscal year 1983, 7,706 policy forms for review; 641 of which required further correspondence; 469 forms were subsequently disapproved and 7,237 approved or placed on file. This Division also processed 150 consumer written requests for information or help concerning problems of marketing or claim settlement.

**Consumer Services Division.** The Consumer Services Division serviced 1,293 complaints and 1,253 inquiries during 1982. Seventy-five (75) hearings were scheduled on cancellation or nonrenewal of dwelling or automobile insurance policies; 38 hearings were held with 23 of the cases decided in favor of the insured; 37 hearings were cancelled because the involved insurance companies withdrew their termination action.

**Licensing Division.** During the Fiscal Year 1982/83, the Licensing Division processed licenses for 17 new companies, 0 Road Service Organizations, 815 Agents, 35 Adjusters, 32 Brokers and 17 Consultants. There were 361 Agents cancelled. The net gain for the year was 454. There are currently 6,591 licensed agents, 257 Adjusters, 859 Brokers, 54 Consultants and 693 Companies. There are 14 Road Service Organizations, 10 Rating Organizations, 3 Medical Companies and 1 Health Maintainance Organization. The Bureau administered 1,507 license examinations for the Fiscal Year.

**LICENSES, PERMITS, ETC.:**

License:
- Insurance Agents (Res. & Nonres.)
- Insurance Brokers (Res. & Nonres.)
- Insurance Adjuster (Res. & Nonres.)
- Surplus Lines Insurance Brokers
- Road Service Co. & Agents
- Insurance Consultants (Res. & Nonres.)
- Insurance Companies
- Rating Organizations
- Inter-Insurers
- Health Maintenance Organization

Authority:
- Self-Insurer Worker's Compensation Exposure

**PUBLICATIONS:**

•*Insurance and You.* A Guide to Better Understanding of Insurance for Residents of the State of Maine. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 7 pgs.

•*Health Insurance and You.* A Guide to Better Understanding of Health Insurance Policies for Residents of the State of Maine. Jan. 1975. Maine Bureau of Insurance, Station #34, Augusta, Maine 04333. 20 pgs.

**Automobile Insurance Premium Comparison Report*. Sept. 1982. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

**A Guide to Preparing for The State of Maine Insurance General Lines Consultants Examination*. Prepared by the General Lines Insurance Advisory Board. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. (1983 edition.) 7 pgs.

**A Guide to Preparing for The Initial General Lines Insurance Examination and the Permanent General Lines Insurance Examination*. Prepared by the General Lines Insurance Advisory Board. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 41 pgs.

**A Guide to Preparing for The Initial Life and Health Agents Examination and the Permanent Life and health Agents Examination*. Prepared by the Life Insurance Advisory Board, 2nd Edition, January 1983. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 30 pgs.

**A Guide to Preparing for the State of Maine Insurance Adjuster's Examination*. Prepared by the General Lines Insurance Advisory Board. Maine Bureau of Insurance, State House Station #34, Augusta, Maine, 04333. 24 pgs.

*Single Copies — FREE.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF INSURANCE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| EXPENDITURES | | | | | | |
| Salaries and Wages | 471,390 | 34,948 | 436,442 | | | |
| Health Benefits | 16,650 | 752 | 15,898 | | | |
| Retirement | 77,170 | 7,080 | 70,090 | | | |
| Other Fringe Benefits | 2,697 | 156 | 2,541 | | | |
| Computer Services—State | 1,243 | | 1,243 | | | |
| Other Contractual Service | 97,160 | 2,513 | 94,647 | | | |
| Rents | 2,616 | | 2,616 | | | |
| Commodities | 6,868 | | 6,868 | | | |
| Grants—Subsidies—Pensions | 126 | | 126 | | | |
| Equipment | 1,808 | | 1,808 | | | |
| Transfers to Other Funds | 24,188 | | 24,188 | | | |
| TOTAL EXPENDITURES | 701,916 | 45,449 | 656,467 | | | |

# STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

**RICHARD F. BASTOW, CHAIRMAN**
**THEODORE M. STONE, Secretary**

*Central Office:* Sherburne St., So. Gardiner, Maine *Telephone:* 582-3443
*Mail Address:* Statehouse Sta. #98, Augusta, Maine 04333

*Established:* 1967 *Sunset Termination Scheduled to Start by:* June 30, 1981

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 360; *Citation:* 32 M.R.S.A., Sect. 1671

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The State Board of Registration for Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a record of all applications for certificates as Land Surveyors; to keep a roster of the names and places of business of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to refer cases to the Administrative Court for disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

**ORGANIZATION:** The State Board of Registration for Land Surveyors, established in 1967, consists of five land surveyors and one public member appointed by the Governor, for terms of five years. Land Surveyor members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary. Legislative action has transferred this Board to the Department of Business Regulation effective July 1, 1981.

**PROGRAM:** The State Board of Registration for Land Surveyors meets a minimum of four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year to determine the competency of the applicants. Prerequisites to taking the examination are five years of apprenticeship in land surveying or three years apprenticeship with academic training, or three years apprenticeship with a Land Surveyor-in-Training certificate.

A Land Surveyor-in-Training examination is given twice a year. This is the first part of the Land Surveyor examination and includes the fundamentals and mathematics of surveying. It is designed for students who have completed a surveying curriculum or apprentices working with a registered Land Surveyor, in order to certify them in the first step toward registration.

During fiscal year 1983, 12 Land Surveyor applications were received and 17 were registered. The total number of registrants on 30 June 1983 was 1,019. Of this number 207 are non-state residents. Land Surveyor-in-Training applications during this period were 29. A total of 16 were certified which included applications from the previous year. There are now 497 certified Land Surveyors-in-Training.

**LICENSES, PERMITS, ETC.:**

Registration:
- Land Surveying
- Land Surveyor-in-Training

**PUBLICATIONS:**

Roster, published biennially, and distributed free to all registered Land Surveyors and others upon request.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF REGISTRATION FOR LAND SURVEYORS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 7,861 | | 7,861 | | | |
| Commodities | 28 | | 28 | | | |
| Transfers to Other Funds | 835 | | 835 | | | |
| TOTAL EXPENDITURES | 8,724 | | 8,724 | | | |

# CENTRAL LICENSING DIVISION

## MARY ELLEN PEASLEE, DIRECTOR

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2217
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333
*Established:* July 30, 1976 *Sunset Review Required by:* June 30, 1986
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 041; *Citation:* 10 M.R.S.A., Sect. 8003
*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** To process and issue certificates of registration, or reregistration for all individuals, bureaus, boards and commissions within the Department of Business Regulation and to maintain a central register containing the necessary facts for administrative information or planning purposes.

**ORGANIZATION:** The Central Licensing Division was created in 1976 and first activated in 1977. The Commissioner of the Department is charged with hiring the Director of the Central Licensing Division and all other staff necessary to discharge the licensing and administrative duties of the Division.

**PROGRAM:** The Central Licensing Division has produced a standardized system of computerized license issuance and renewal for all bureaus, boards, and commissions in or attached to the Department of Business Regulation. This task had been done manually by the separate units.

A standard form is now used for both original and renewal licenses for all units within the department. The Division produces a variety of management reports for each unit it serves and statewide or partial lists for all or any licensing category.

Use of the new system has reduced the cost of record keeping, eliminated peak renewal periods, reduced overtime costs, eliminated the need for additional personnel and has given the units greater control over the licensing process. It also provides word processing which includes production of tests and answer sheets which are alterable on a weekly basis for security purposes, form letters, newsletters ready for printing and a variety of other previously manually produced documents.

**PUBLICATIONS:**

Rosters (Names & Addresses) for all boards and bureaus in the Department can be obtained from the computer system. The Division's system is flexible and specific information can be obtained upon request, at a pre-determined cost, by contacting the Division.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| CENTRAL LICENSING DIVISION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 37,344 | | 37,344 | | | |
| Health Benefits | 1,633 | | 1,633 | | | |
| Retirement | 6,293 | | 6,293 | | | |
| Other Fringe Benefits | 240 | | 240 | | | |
| Computer Services—State | 478 | | 478 | | | |
| Other Contractual Service | 21,100 | | 21,100 | | | |
| Commodities | 2,129 | | 2,129 | | | |
| Transfers to Other Funds | 11,123 | | 11,123 | | | |
| TOTAL EXPENDITURES | 80,340 | | 80,340 | | | |

# LIFE AGENT EXAMINATION ADVISORY BOARD

## CATHERINE CHASE, CHAIRPERSON

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
*Mail Address:* Statehouse Sta. #34, Augusta, Maine 04333

*Established:* 1970 *Sunset Review Required by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 034; *Citation:* 24A M.R.S.A. Sect. 1525

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the times and places within the State where examinations shall be held.

**ORGANIZATION:** The board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of life insurance by licensed life agents. The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

**PROGRAM:** The Life Agent Examination Advisory Board met four times during fiscal year 1981-82. They accomplished a complete revision of both the Initial and Permanent & Life/Health examination.

**FINANCES, FISCAL YEAR 1983:** 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

# MANUFACTURED HOUSING BOARD

**JOHN SCHIAVI, CHAIRMAN**
**DAVID F. PREBLE, Executive Director**

*Central Office:* Hallowell Annex Central Bldg., Hallowell *Telephone:* 289-2955
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Established:* 1977 *Sunset Termination Scheduled to Start by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 385; *Citation:* 10 M.R.S.A. Sect 9003

*Average Count—All Positions:* 2 *Legislative Count:* 1

**PURPOSE:** The Manufactured Housing Board was established in December of 1977 to ensure that such housing is free from hazardous defects and that installation is performed properly. Increasing numbers of persons are turning to manufactured housing, which includes mobile and modular homes, as an affordable way to own a private home.

**ORGANIZATION:** The Manufactured Housing Board is comprised of five members, all appointed by the Governor. One member must represent each of the following: professional engineers, dealers and mechanics, and manufactured housing owners. The term of office of the members is four years.

**PROGRAM:** The Board has four responsibilities: (1) the certification of all modular housing manufactured for delivery and installation in the State of Maine, (2) the licensing of dealers, mechanics, and manufacturers who engage in the business of manufacturing, selling, installing or servicing manufactured housing, (3) the investigation of any complaint of alleged violations of any licensee or regulations adopted by the Board, (4) being a State Administrative Agency to enforce the United States Department of Housing and Urban Development mobile home standard.

The Board issued twenty-five (25) seals of approval for new modular housing. Eight hundred fifteen (815) mobile homes were manufactured or shipped into the State of Maine.

Effective June 10, 1982, the Board became a State Administrative Agency for the United States Department of Housing and Urban Development in the mobile home program.

The Board investigated fifty-four (54) complaints concerning manufactured housing. It met six (6) times during the year.

**LICENSES, PERMITS, ETC.:**

Dealers
Manufacturers
Mechanics

**PUBLICATIONS:**

Manufactured Housing Act 10 M.R.S.A., Part II, Chapter 951
Regulations for Qualification as Authorized Inspection Agency
Regulation for Licensing Manufacturers, Dealers and Mechanics
Regulation for State Certification of Manufactured Housing
Regulation for Consumer Complaint Handling for Federal Certified Manufactured Housing Units.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MANUFACTURED HOUSING BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 25,298 | 25,053 | | | 245 | |
| Health Benefits | 1,049 | 1,049 | | | | |
| Retirement | 3,842 | 3,842 | | | | |
| Other Fringe Benefits | 156 | 156 | | | | |
| Other Contractual Service | 10,303 | 9,429 | | | 874 | |
| Commodities | 487 | 465 | | | 22 | |
| Transfers to Other Funds | 117 | | | | 117 | |
| TOTAL EXPENDITURES | 41,252 | 39,994 | | | 1,258 | |

## OIL AND SOLID FUEL BOARD

**WILLIAM ROBERTS, CHAIRMAN**
**HARVEY E. DEVANE, Executive Secretary**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2237
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333
*Established:* 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 381; *Citation:* 32 M.R.S.A., Sect. 2351
*Average Count—All Positions:* 4.5 *Legislative Count:* 0

**PURPOSE:** The Oil and Solid Fuel Board was established to protect life and property from fire hazards in the installation of oil and solid fuel burners and related equipment and to insure competency of oil and solid fuel burner installers. The Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil and solid fuel burners and related equipment; to ensure the competence of oil and solid fuel burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Technician, Journey Oil Burner Technician, Apprentice Oil Burner Technician, Master Solid Fuel Technician, or Apprentice Solid Fuel Technician; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

**ORGANIZATION:** The Oil and Solid Fuel Board, created in 1955, was originally administered by Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State Government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation.

The Board consists of five members appointed by the Governor, for terms of two years, the Commissioner of Public Safety or his designee, and the Commissioner of Business Regulation, ex officio, who also serves as executive secretary. Two members are appointed, each from a slate of three persons nominated by the Maine Oil Dealers Association. Three of the appointive members must be oil burner men who are active in the trade, one must be a representative of the solid fuel burning industry, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the Second Session of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Board.

**PROGRAM:** During FY 83, the Oil and Solid Fuel Board held 7 meetings and administered four licensing examinations. Of those taking the Master Oil Burner Technicians examination, 19 per cent passed. The pass rate for Solid Fuel Master was 33 percent. The pass rate for Oil

Burner Journeyman was 79 percent. There were approximately 19 new Oil Burner Masters, 7 new Solid Fuel Masters, 100 new Oil Burner Journeymen, 105 new Oil Burner Apprentices and 12 new Solid Fuel Apprentices. Approximately 935 inspections were made, 471 investigations and 195 administrations were conducted. Inspectors remained assigned to the State Fire Marshal for supervision.

The Board must approve all oil or solid fuel central heating equipment before it is sold or offered for sale in the State of Maine. In FY 83, the Board reviewed 39 applications for product approvals. The Board has revised its rules and regulations.

**LICENSES, PERMITS, ETC.:**

License:
- Oilburner Technician Apprentice
- Oilburner Technician Journeyman
- Oilburner Technician Master
- Solid Fuel Apprentice
- Solid Fuel Master

**PUBLICATIONS:**

Approved equipment list ($5 per year)
Rules and Regulations pamphlet ($2.00)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| OIL AND SOLID FUEL BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 49,206 | | 49,206 | | | |
| Health Benefits | 2,566 | | 2,566 | | | |
| Retirement | 7,813 | | 7,813 | | | |
| Other Fringe Benefits | 475 | | 475 | | | |
| Other Contractual Service | 18,000 | | 18,000 | | | |
| Commodities | 266 | | 266 | | | |
| Equipment | 176 | | 176 | | | |
| Transfers to Other Funds | 4,177 | | 4,177 | | | |
| TOTAL EXPENDITURES | 82,689 | | 82,689 | | | |

# BOARD OF EXAMINERS IN PHYSICAL THERAPY

**STEVE HUBER, PT, CHAIRMAN**
**PRISCILLA MORNEAULT, P.T.A., Secretary**

*Central Office:* Stevens School Central Bldg., Hallowell *Telephone:* 289-3671
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333
*Established:* 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 393; *Citation:* 32 M.R.S.A., Sect. 3111
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** By law the primary responsibilities of the Board are to review credentials of, examine, and license qualified applicants for licensure as physical therapists or physical therapist assistants in Maine; authorize issuance of initial certificates of licensure and biennial license renewals; promulgate rules and regulations as necessary; order investigation of complaints of noncompliance with or violation of the law governing the practice of physical therapy or rules adopted by the Board; conduct hearings and take disciplinary action as required or report its findings to the Administrative Court for prosecution; and to establish reasonable fees for the conduct of its business.

**ORGANIZATION:** Under the Department of Business Regulation the Board of Examiners in Physical Therapy consists of two physical therapists, one physical therapist assistant, one public member and one physician. The Board quorum is three members. Each member is appointed by the Governor and serves a four-year term of office. The Board elects a chairman and a secretary for a two-year term. A Board member may not serve more than two consecutive terms. The Board meets a minimum of three times a year with other sessions as needed.

**PROGRAM:** The Board held three meetings in FY 83 on July 26, 1982, December 10, 1982, and March 25, 1983.

**Examinations.** The licensing examinations utilized by the Board are the nationally accepted examinations for the physical therapist and physical therapist assistant developed by the Professional Examination Service in cooperation with the American Physical Therapy Association.

Examinations were conducted by the Board on July 24, 1982, November 20, 1982, and March 26, 1983. Seven candidates were examined for licensure as physical therapists. Four candidates passed and three failed. Nine candidates were examined for licensure as physical therapist assistants. Nine candidates passed and none failed.

**Licensure.** A total of 31 physical therapists were licensed during FY 1983, 7 on the basis of examination in Maine, and 24 by endorsement. Licenses were granted to 7 by examination and 24 by endorsement. Physical therapist assistants licensed were 13, 4 by endorsement and 9 by examination.

As of June 30, 1983 Board records show 373 physical therapists and 52 assistants licensed in the State of Maine. Total number of licensees 425.

**Other Activities.** In addition to the above activities, the Board worked closely with Maine Chapter of American Physical Therapy Association distributing to all therapists current copies of P.T. Practice Act and Rules and Regulations; reviewed and signed the Professional Examination Service contract; reviewed and recommended changes in the P.T. Practice Act; submitted nominations for Board membership; developed input into the 1982-1984 operating budget; established a complaint file (for both administrative and licensee complaints); publicized through the Maine APTA and Maine Hospital Association vehicles that it is illegal to be working in Maine prior to licensure; voted to adopt the APTA criteria for determining educational equivalence for foreign trained applicants and to require all foreign trained to submit educational data to a credentials evaluation agency; continued work toward 1986 Sunset Review; worked on procedures for licensing the foreign trained applicant in cooperation with Maine APTA; ratified all licenses issued; and responded to telephone and written inquiries for day-to-day operation of the Board office.

The Board denied licensure to two persons who failed the examination more times than allowed by statute or did not elect to be reexamined.

Reinstatement of four lapsed licenses was approved after payment of all fees and arrearage.

**LICENSES, PERMITS, ETC.:**

License:
- Physical Therapist
- Physical Therapist Assistant

**PUBLICATIONS:**

(1) Register of physical therapists and physical therapist assistants licensed in the State of Maine

(2) Physical Therapist Practice Act and Rules and Regulations

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF EXAMINERS IN PHYSICAL THERAPY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 950 | | 950 | | | |
| Other Contractual Service | 5,348 | | 5,348 | | | |
| Commodities | 27 | | 27 | | | |
| Equipment | 151 | | 151 | | | |
| TOTAL EXPENDITURES | 6,476 | | 6,476 | | | |

# PLUMBERS' EXAMINING BOARD

**PETER DUFOUR, CHAIRMAN**
**PHYLLIS MAE VIOLETTE, Secretary**

*Central Office:* Hallowell, Maine *Telephone:* 289-2351
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 395; *Citation:* 32 M.R.S.A., Sect. 3401

*Average Count—All Positions:* 1 *Legislative Count:* 0

**PURPOSE:** To preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints in cases of plumbing without a license as well as other related problems.

**ORGANIZATION:** The Board functions through the Department of Business Regulation. The Commissioner of the Department of Business Regulation serves as the Executive Officer for the Board. The Board also consists of one master plumber, one journeyman plumber and one consumer. Exams are given three times a year (January, May, & September). The Board meets at least three times a year and whenever deemed necessary by the Board for additional meetings. Legislative action transferred this Board to the Department of Business Regulation July 1, 1982.

**PROGRAM:** During FY 82/83 three examinations were held for journeyman and master plumbers. A total of 311 persons were examined, 172 passed. During the year there were 454 trainees registered and licenses were issued for 66 corporations, 1,176 for master plumbers and 677 for journeyman plumbers. The number of licenses isssued vary each year due to bi-annual licensing.

Numerous complaints were addressed, five investigations were made for violations, and one case was prosecuted.

**LICENSES, PERMITS, ETC.:**
License:
  Corporation
  Journeyman
  Master
Registration:
  Trainee Plumber

A new license classified as Journeyman-in-training has been established. This classification will be for students from vocational schools that take the exam and pass it.

**PUBLICATIONS:**

List of licensed Master and Journeyman Plumbers can be purchased through the Central Licensing Division, Department of Business Regulation for a slight fee, depending on type of list requested.

Rules and Regulations (slight fee depending on cost of printing).

Maine State Plumbing Code (cost $5.00, purchased through Plumbers Examining Board, Department of Business Regulation for the purpose of taking the Plumbers Exam or for Plumbers in general. *Anyone else can purchase a code from the Division of Health Engineering, Department of Human Services* for a fee.)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| PLUMBERS' EXAMINING BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 18,290 | | 18,290 | | | |
| Health Benefits | 583 | | 583 | | | |
| Retirement | 2,443 | | 2,443 | | | |
| Other Fringe Benefits | 94 | | 94 | | | |
| Other Contractual Service | 15,584 | | 15,584 | | | |
| Rents | 30 | | 30 | | | |
| Commodities | 1,709 | | 1,709 | | | |
| Equipment | 1,109 | | 1,109 | | | |
| Transfers to Other Funds | 558 | | 558 | | | |
| TOTAL EXPENDITURES | 40,400 | | 40,400 | | | |

# STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

**RUTH-ANN PHELPS, Ph.D., CHAIRPERSON**
**IRA HYMOFF, Ph.D., Secretary**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Established:* 1968 *Sunset Termination Scheduled to Start by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 415; *Citation:* 32 M.R.S.A., Sect. 3821

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and oral, and determines those to be licensed. In cooperation with the Attorney General's Office, Maine Psychological Association and other appropriate agencies, the Board of Examiners participates in revocation or suspension of license procedures.

**ORGANIZATION:** The State Board of Examiners of Psychologists is composed of six members, five of whom are professionals in the field of psychology and one a public representative. Members of the Board are appointed by the Governor for a term of 5 years. The members elect a chairman and secretary.

**PROGRAM:** The Board held 13 meetings. It licensed 19 psychologists and 15 psychological examiners. There are 324 licenses. One member of the Board attended the annual meeting of the American Association of State Psychology Boards.

**LICENSES, PERMITS, ETC.:**

License:
- Psychologist
- Psychological Examiner
- Temporary License: Psychologist, Psychological Examiner

**PUBLICATIONS:**

Roster of licensees
Rules and Regulations

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 24 | | 24 | | | |
| Other Contractual Service | 8,766 | | 8,766 | | | |
| Commodities | 13 | | 13 | | | |
| Transfers to Other Funds | 1,641 | | 1,641 | | | |
| **TOTAL EXPENDITURES** | 10,444 | | 10,444 | | | |

## REAL ESTATE COMMISSION

**PATRICIA A. EARLY, CHAIRMAN**
**PAUL A. SAWYER, Director**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3735
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333
*Established:* March 25, 1937 *Sunset Termination Scheduled to Start by:* June 30, 1986
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 039; *Citation:* 32 M.R.S.A., Sect. 4051A
*Average Count—All Positions:* 6 *Legislative Count:* 0

**PURPOSE:** The Real Estate Commission was established for protection of the public when engaging the services of real estate brokers and salesmen to assist with the real estate transactions. The primary responsibilities of the Commission are to prescribe curricula and standards for real estate educational programs and to certify courses meeting those standards; to license only qualified applicants as real estate brokers and salesmen; to investigate possible and alleged violations of the license law; to publish a list of licensees annually; and the Commission may defray the cost of and supervise an educational course for licensees. The Commission is charged with supervising licensees in a manner which will promote public understanding and confidence in the business of real estate.

**ORGANIZATION:** The Real Estate Commission, originally created in 1937, currently consists of a director employed by the Commissioner of Business Regulation and four residents of this State appointed by the Governor. Three of the appointed members must have been real estate brokers or salesmen by vocation in this State for at least five years immediately prior to their appointment and one of whom shall have no professional or financial connection with the real estate business. No more than one member at any one time may be appointed from any one county. The Commission annually selects its own chairman. In State government reorganization, effective October 3, 1973, the Commission was placed within the Department of Business Regulation. The 107th Legislature expanded the Commission from three to five members to include the director and a public member.

**PROGRAM:** The Real Estate Commission held twenty (20) meetings, including six (6) adjudicatory hearings. During the first three quarters of the fiscal year the Commission operated at a reduced level due to the impact of a sixty (60) per cent staff cut in the prior year. Staffing was increased in the fourth quarter of the fiscal year. A legislative study of Commission operations was completed resulting in legislation restructuring the Commission program.

**Enforcement.** This part of the program consisted of responding to requests for information and advice concerning real estate transactions and investigation of complaints against real estate brokers, salesmen, and home service contract companies.

The staff responded to approximately one thousand real estate transaction inquiries providing information to consumers with regard to their rights and obligations, and to assist real estate brokers and salesmen in complying with licensing laws under unusual circumstances. Responses were intended to assist both consumers and licensees in avoiding unnecessary litigation.

Through its enforcement activities the Commission influenced resolution of complaints resulting in benefits to consumers, including financial benefits totaling thirty-four thousand five hundred dollars ($34,500). Seventy one (71) cases were closed resulting in the following dispositions:

Thirty-seven (37) cases were dismissed;
Twenty-four (24) cases were resolved or investigation discontinued;
Five ( 5) reprimands were issued;
Two ( 2) cases were closed pending receipt of license applications;
Two ( 2) cases resulted in an assurance of discontinuance and payment of $750;
One ( 1) case was concluded with a consent order requiring education and payment of $1,550 in fines.

At the end of the year seventy-five (75) cases were under investigation and litigation was pending on thirteen (13) cases.

Thirty-nine (39) complaints of unpaid claims were pending against home service contract companies. One complaint was resolved resulting in a claim payment of one thousand dollars ($1,000). The Commission has continued to provide information to assist consumers in bringing civil action or negotiated with the bonding company.

**Licensing.** Applications were processed for one hundred ninety-eight (198) real estate broker and six hundred seventy-six (676) real estate salesman examinations. A total of eight hundred seventy-four (874) tests were administered in fifty (50) sessions. As a result of testing fifty-four percent (54%) of the real estate broker applicants passed and fifty-nine percent (59%) of the real estate salesman applicants passed.

License applications were processed for two thousand two hundred ninety-six (2296) brokers, one thousand one hundred seventy-eight (1178) salesmen, seventy-one (71) branch offices, twenty-seven (27) new corporations and one thousand one hundred forty-seven (1147) license record changes. As of June 30, 1983 seven thousand seventy-six (7076) licenses were in effect.

**Education and Examinations.** The Commission responded to several requests for program speakers and sponsored a continuing education program to assist several licensees who were having difficulty meeting requirements for license renewal. In the fourth quarter of the fiscal year a staff position was added to assist in updating license examinations and upgrading educational programs. The license examination item bank was reviewed and the accuracy of items was verified or the items eliminated. New exam items were prepared to increase the bank by eighteen percent (18%).

The Commission prepared educational information for a quarterly industry publication and prepared and distributed a newsletter for Commission certified educational program instructors. Three continuing educational programs were audited for compliance with licensing laws.

As required by statutes one member of the Commission served on the Continuing Education Committee.

**LICENSES, PERMITS, ETC.:**

License:

- Real Estate Broker
- Real Estate Salesman
- Branch Office
- Certificate of Approval Real Estate School
- Home Service Contract Company
- Home Service Contract Sales Agent
- Home Service Contract Sales Associate

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| REAL ESTATE COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 73,101 | | 73,101 | | | |
| Health Benefits | 2,917 | | 2,917 | | | |
| Retirement | 11,821 | | 11,821 | | | |
| Other Fringe Benefits | 424 | | 424 | | | |
| Other Contractual Service | 21,611 | | 21,611 | | | |
| Commodities | 2,301 | | 2,301 | | | |
| Equipment | 1,696 | | 1,696 | | | |
| Transfers to Other Funds | 5,705 | | 5,705 | | | |
| TOTAL EXPENDITURES | 119,576 | | 119,576 | | | |

# STATE BOARD OF SOCIAL WORKER REGISTRATION

**JEANNE SOULE, CHAIRWOMAN**
**GLADYS WRIGHT, Secretary**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333
*Established:* 1969 *Sunset Termination Scheduled to Start by:* June 30, 1986
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 416; *Citation:* 32 M.R.S.A., Sect. 4186
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The major goal of the State Board of Social Worker Registration is to insure high standards of practice for the protection of consumers of social work services in Maine by the certification of persons providing such services. The Board's functions and responsibilities are to process applications and to administer examinations for social workers licensed in Maine wishing to use the title "Certified", "Registered", or "Associate" Social Worker; to provide an avenue of redress for those persons who have availed themselves of the services of such Social Workers and who feel themselves to have been treated unprofessionally or detrimentally; and to hold hearings relative to such complaints and withdraw the certificate of registration if deemed appropriate.

**ORGANIZATION:** The Board was created in 1969. There are eight members appointed by the Governor, including one consumer. Terms of office are for three years, and all members hold office until their successors are appointed and qualified.

**PROGRAM:** Examinations were given in October and April during FY 83. The total number of examinations given were 19 Associate Social Workers, 4 Registered Social Workers and 38 Certified Social Workers. Twenty-seven people were licensed as Certified Social Workers with Independent Practice and 2 were licensed through Endorsement. The total number of licensed Social Workers is approximately 679. During the year, seven applicants did not pass the exam and three were found not eligible to take the exam.

**LICENSES, PERMITS, ETC.:**
Certificate:
  Registration of Certified Social Worker
  Registration of Associate Social Worker
  Registration of Registered Social Worker
  Registration of Certified Social Worker with Independent Practice

**PUBLICATIONS:**
Rules and Regulations—Free
Roster—Publishing fee.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF SOCIAL WORKER REGISTRATION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 5,845 | | 5,845 | | | |
| Commodities | 9 | | 9 | | | |
| Transfers to Other Funds | 1,347 | | 1,347 | | | |
| **TOTAL EXPENDITURES** | 7,201 | | 7,201 | | | |

# BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

**CONRAD LaRIVIERE, CHAIRMAN**
**DEBORAH WOLFENDEN-PARKER, Secretary**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333
*Established:* 1976 *Sunset Termination Scheduled to Start by:* June 30, 1986
*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 296; *Citation:* 32 M.R.S.A., Sect. 6010
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

**ORGANIZATION:** The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary.

**PROGRAM:** Goals for FY 83 were to complete a draft of credentials for Speech Pathology Aides, to draft changes in rules and regulations, and to take a more active role in consulting with state agencies in order to promote high quality services in Speech Pathology and Audiology.

Plans for the coming year are to implement changes in rules and regulations and to continue to seek a consultation function with other, relevant state agencies.

Forty-four licenses have been issued; 15 in Speech Pathology; 23 in speech pathology, temporary; 3 in audiology; 2 in audiology, temporary; 1 in speech Pathology and Audiology; and 0 in speech pathology and audiology, temporary.

**LICENSES, PERMITS, ETC.:**

Speech Pathology
Speech Pathology, temporary
Audiology
Audiology, temporary
Speech Pathology and Audiology
Speech Pathology and Audiology, temporary

**PUBLICATIONS:**

Pamphlet entitled Law and Regulations of Maine Board of Examiners in Speech Pathology and Audiology is available at no charge to public.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 775 | | 775 | | | |
| Other Contractual Service | 3,160 | | 3,160 | | | |
| Commodities | 6 | | 6 | | | |
| **TOTAL EXPENDITURES** | 3,941 | | 3,941 | | | |

# BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS

**JUDITH M. REDDING, CHAIRMAN**
**SUSAN deGRANDPRE, Secretary**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Established:* 1977 *Sunset Termination Scheduled to Start by:* June 30, 1986

*Reference: Policy Area:* 01; *Umbrella:* 02; *Unit:* 384; *Citation:* 32 M.R.S.A. Sect. 6201

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Registration of Substance Abuse Counselors was established to assess, and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

**ORGANIZATION:** The Board of Registration of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of nine members appointed by the Governor, for terms of three years. To provide for continuity, the initial Board had three members appointed for three years, three members for two years, and three members for one year.

**PROGRAM:** During the past year the Board met on 10 occasions, primarily for the purpose of orally reviewing applicants for registration as Substance Abuse Counselors. During the FY 1981 the Board granted full registration to 15 Maine Substance Abuse Counselors and 1 Provisional Registration. Other applicants have passed the Board's requirements and registration is pending receipt of fees.

During FY 83 the Board granted full and provisional registration to a total of 84 Substance Abuse Counselors. To date the Board has denied 35 applicants on grounds of incomplete applications or failure to pass oral and written examinations.

The Board gives written examinations twice a year and all applicants are granted an oral review and may be provisionally registered even though they fail the written test.

**LICENSES, PERMITS, ETC.:**

Registered Substance Abuse Counselor
Provisionally Registered Substance Abuse Counselor

**PUBLICATIONS:**

Application Manual for Substance Abuse Counselors Registration (including bibliography). FREE

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 198 | | 198 | | | |
| Commodities | —12 | | —12 | | | |
| Transfers to Other Funds | 113 | | 113 | | | |
| **TOTAL EXPENDITURES** | 299 | | 299 | | | |

# CIVIL AIR PATROL

**COLONEL DAVID J. BRAUN, WING COMMANDER**
**CAPT. EMERY NASON, Deputy Commander**

*Central Office:* Airport, Winthrop Street, Augusta; *Floor:* 2 *Telephone:* 207-622-7722
*Mail Address:* Winthrop Street-Airport, Augusta, Maine 04330

*Established:* 1941 *Sunset Review:* Not Established

*Reference: Policy Area:* 06; *Umbrella:* 99; *Unit:* 238; *Citation:* 6 M.R.S.A., Sect. 16

*Average Count—All Positions:* 0 *Legislative Count:* 0

*Organizational Units:*
A. Maine Wing, Civil Air Patrol, Wing Headquarters, Augusta, Maine
B. Subordinate Units:
  1. Auburn Composite Squadron—Auburn
  2. Augusta-Gardiner Composite Squadron—Augusta
  3. Bangor-Brewer Composite Squadron—Bangor
  4. Mid-Coast Composite Squadron—Brunswick
  5. Caribou Composite Squadron—Caribou
  6. Dexter Senior Squadron—Dexter
  7. Down-East Patrol Composite Squadron—Ellsworth
  8. Cumberland County Composite Squadron—South Windham
  9. Liberty Cadet Squadron—Berwick
  10. Oxford Senior Squadron—Rumford
  11. Pinetree Senior Squadron—Auburn
  12. Waterville Composite Squadron—Waterville

**PURPOSE:** The Civil Air Patrol was established to provide an organization to encourage and aid United States citizens through the contribution of their efforts, services and resources in the development of aviation and in the maintenance of aerospace supremacy. The Patrol also encourages, and develops, by example, the voluntary contribution of private citizens to the public welfare and provides aviation and aerospace education and training, especially to its senior and cadet members. The Patrol encourages and fosters civil aviation in local communities; and provides an organization of private citizens with adequate facilities to assist in meeting local, state and national emergencies.

**ORGANIZATION:** The Civil Air Patrol (CAP) is a private, nonprofit corporation which functions in accordance with its constitution and bylaws, regulations, and other directives issued by the National Board, the National Executive Committee, and the National Commander of the CAP. It was established December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became a civilian auxiliary of the United States Air Force by act of Congress. The Public Law and its amendments did not change the character of the CAP as a private corporation nor make it an agency of the U.S. Government, but gave the Secretary of the Air Force certain authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of the noncombatant mission of the Air Force.

The Corporate Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of the wing headquarters and all units within geographical boundaries of a state. Wing Commanders are appointed by the National Executive Committee and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements in the conduct of cadet programs; and Composite Squadrons, composed of both senior and cadet members and conducting both senior and cadet programs.

The Maine wing of the CAP consists of the Wing Headquarters at the Augusta State Airport and twelve Senior and Composite Squadrons located in communities throughout the State. The Director of the Bureau of Aeronautics of the Department of Transportation allocates and supervises any funds made available by the Legislature to the CAP which may expend such funds in a manner to most effectively carry out its purposes and objectives.

The Maine Wing Civil Air Patrol is the only state-wide aviation organization with search capability at this time.

**PROGRAM:** The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the State Airport with a field organization consisting of twelve squadrons located throughout the State.

At the Wing Headquarters a mission control center is maintained in operational status with telephone and radio communications facilities and other necessary equipment to conduct search missions on a local or state-wide basis.

Another control center is maintained in an operational status at the Bangor International Airport. At this location also are telephone and radio communication facilities connected to the Augusta Headquarters. During search missions one or both headquarters may be used depending on the area of the state to be searched and number of aircraft and personnel involved.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent many hours searching the state. Every aircraft flying today is required to have an Emergency Locator Transmitter aboard. When one of these starts transmitting because of a crash, malfunction or human error it is necessary to dispatch search aircraft to locate the signal because it is being transmitted on a distress frequency. Maine Wing aircraft located several aircraft by means of ELT's (Emergency Locator Transmittors) and were also involved in missing aircraft searches during the last fiscal year.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 172, Bangor—one Cessna 305A, Dixfield—one Aero Commander Lark, Dexter—one Piper 140, Portland—one Cessna 150, Bar Harbor—one Cessna 150.

Two VHF Repeater Stations are maintained and operated by the Maine Wing at Libby Hill, Auburn and Bald Mountain, Dedham as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range networks which span the state.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. Furthermore, a flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained knowledge of the U.S. Air Force by attending a week long encampment at Pease Air Force Base, New Hampshire during the summer and a survival course was taught by U.S. Navy personnel from NAS Brunswick to cadets and seniors at the Rangeley facility.

**PUBLICATIONS:** Publications concerning Civil Air Patrol and prices are available from "The Bookstore", National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

**FINANCES, FISCAL YEAR 1983:** 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to $5,000 in FY 83, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Transportation Services.

# COMPUTER SERVICES ADVISORY BOARD

**DEANE R. QUINTON, CHAIRMAN**
**ARTHUR W. HENRY, JR., Director, Bureau of Central Computer Services**

*Central Office:* State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631
*Mail Address:* Statehouse Sta. #61, Augusta, Maine 04333
*Established:* 1975 *Sunset Review:* Not Established
*Reference: Policy Area:* 00; *Umbrella:* 92; *Unit:* 225; *Citation:* 5 M.R.S.A., Sect. 1855
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose of the Computer Services Advisory Board is to assist the Bureau of Central Computer Services in the development and review of: standards governing data processing systems and methods; rules, regulations and policies relating to data processing; schedule of charges; the budget; and a state master plan.

The Board must make its recommendations to the Commissioner of Finance and Administration prior to his/her approval of the above.

**ORGANIZATION:** Chapter 322 of the Public Laws of 1975, which created the Bureau of Central Computer Services within the Department of Finance and Administration also established a "Computer Services Advisory Board", which consists of fifteen members, two of whom are appointed by the Governor from the private sector, knowledgeable in the science and administration of data processing services, but who must not be vendors of data processing equipment or supplies. These two members are appointed for a four year period; however, of the first members appointed, one serves a two year term only. The Chancellor of the University of Maine also designates an employee of the University, who is knowledgeable in the science and administration of data processing to be a member of the Board. The Commissioners of the Departments of Human Services, Transportation, Labor, Finance and Administration, Educational and Cultural Services, Public Safety, Mental Health and Retardation and the Secretary of State each designate a member of his department to serve on the Board. At the beginning of each biennium the Governor must designate three agencies not already represented, and the head of those agencies names a member of his agency to serve on the Board.

**PROGRAM:** The Computer Services Advisory Board was active in various areas during fiscal year 1983. Of special note was the approval of two rate decreases (fees charged to user agencies for the use of CCS computers) effective July 1982 and January 1983. In addition, the Board estabished three subcommittees to assist various agencies in State government. Working closely with the Department of Personnel, the Data Processing Salary Subcommittee helped to implement salary changes for systems and programming personnel throughout State government. A second subcommittee was established to assist in the Bureau's planning for future Honeywell computer equipment. This subcommittee is continuing to work with the Bureau and will report its findings in September of 1983. The Resource Sharing Subcommittee was also active during the year. Its mission was developing strategies for the implementation of the Bureau's new Information and Resource Division.

During the fiscal year, the Advisory Board also reviewed two presentations from computer equipment vendors who recommended Central Computer Services acquire new equipment. After review, the Board recommended that neither hardware configuration be acquired finding 1) the costs were too high and 2) developments occurring within the computer industry anticipate the availability of better equipment in the near future.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $492 in FY 83 and are, by administrative decision, included with those of the Bureau of Central Computer Services.

# DEPARTMENT OF CONSERVATION

**RICHARD B. ANDERSON, COMMISSIONER**

*Central Office:* AMHI—Harlow Building, Augusta; *Floor:* 3 *Telephone:* 289-2211
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333

*Established:* October 3, 1973 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 056; *Citation:* 12 M.R.S.A., Sect. 5011

*Average Count—All Positions:* 545 *Legislative Count:* 227

*Organizational Units:*

Division of Planning and Program Services
Division of Administrative Services
Land Use Regulation Commission
Bureau of Public Lands
Coastal Island Registry
Bureau of Forestry
Maine Forest Authority
Mapping Advisory Committee
Committee on Spruce-Fir Silviculture
Burau of Parks and Recreation
Keep Maine Scenic Committee
Allagash Wilderness Waterway
Maine Trail Systems Advisory Committee
Maine Geological Survey
Maine Mining Bureau
Northeastern Forest Fire Protection Commission

**PURPOSE:** The Department of Conservation was established to preserve, protect and enhance the land and water resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

**ORGANIZATION:** The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office is organized into two major divisions, the Division of Planning and Program Services, and the Division of Administrative Services. Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for each of these divisions.

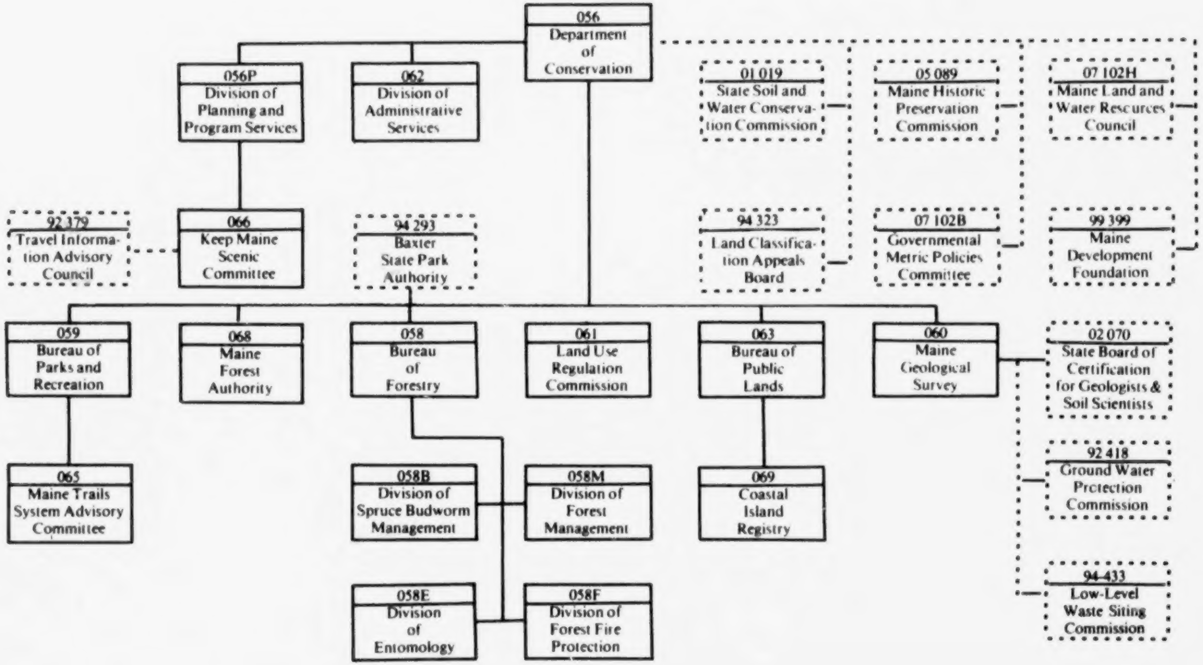
The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, policy development, and long-range departmental planning. (See separate listing for detailed report on this division.)

The Division of Administrative Services provides various support services including personnel, budget, audit, accounting, bookkeeping, and central office services. (see separate listing for detailed report on this Division).

**PROGRAM:** Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services and Planning and Program Services.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

# ORGANIZATIONAL CHART
# DEPARTMENT OF CONSERVATION
# UMB 04


056 Department of Conservation
056P Division of Planning and Program Services
062 Division of Administrative Services
066 Keep Maine Scenic Committee
92 379 Travel Information Advisory Council
94 293 Baxter State Park Authority
01 019 State Soil and Water Conservation Commission
94 323 Land Classification Appeals Board
05 089 Maine Historic Preservation Commission
07 102B Governmental Metric Policies Committee
07 102H Maine Land and Water Resources Council
99 399 Maine Development Foundation
059 Bureau of Parks and Recreation
065 Maine Trails System Advisory Committee
068 Maine Forest Authority
058 Bureau of Forestry
058B Division of Spruce Budworm Management
058M Division of Forest Management
058E Division of Entomology
058F Division of Forest Fire Protection
061 Land Use Regulation Commission
063 Bureau of Public Lands
069 Coastal Island Registry
060 Maine Geological Survey
02 070 State Board of Certification for Geologists & Soil Scientists
92 418 Ground Water Protection Commission
94-433 Low-Level Waste Siting Commission

Approved by the Bureau of the Budget

# CONSOLIDATED FINANCIAL CHART FOR FY 83
# DEPARTMENT OF CONSERVATION

|  | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** |  |  |  |  |  |  |
| Salaries and Wages | 8,890,838 | 6,427,643 | 1,684,094 |  | 611,458 | 167,643 |
| Health Benefits | 339,789 | 248,588 | 60,472 |  | 25,313 | 5,416 |
| Retirement | 1,434,673 | 1,053,539 | 258,751 |  | 98,429 | 23,954 |
| Other Fringe Benefits | 92,072 | 71,221 | 12,689 |  | 7,700 | 462 |
| Computer Services—Comm | 15,293 | 1,556 | 11,939 |  | 1,786 | 12 |
| Computer Services—State | 15,392 | 7,717 | 7,564 |  | 111 |  |
| Other Contractual Service | 4,516,896 | 1,425,697 | 2,699,931 |  | 363,372 | 27,896 |
| Rents | 134,576 | 105,111 | 16,584 |  | 12,811 | 70 |
| Commodities | 898,394 | 252,966 | 574,347 |  | 39,482 | 31,599 |
| Grants—Subsidies—Pensions | 983,391 | 417,201 | 325,306 |  | 240,884 |  |
| Purchases of Land | 54,013 |  | 28,559 |  | 12,727 | 12,727 |
| Buildings and Improvement | 101,386 | 10,815 | 44,405 |  | 19,995 | 26,171 |
| Equipment | 796,037 | 464,336 | 133,174 |  | 103,499 | 95,028 |
| Transfers to Other Funds | 151,110 |  | 109,477 |  | 39,957 | 1,676 |
| **TOTAL EXPENDITURES** | 18,423,860 | 10,486,390 | 5,967,292 |  | 1,577,524 | 392,654 |

| DEPARTMENT OF CONSERVATION (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 15,004 | | | | 1,923 | 13,081 |
| Health Benefits | 529 | | | | 106 | 423 |
| Retirement | 2,391 | | | | 310 | 2,081 |
| Other Contractual Service | 128,860 | 125,357 | | | 1,110 | 2,393 |
| Rents | 674 | 600 | | | 37 | 37 |
| Commodities | 731 | 320 | | | —55 | 466 |
| Grants—Subsidies—Pensions | 11,460 | 2,150 | | | 9,310 | |
| Purchases of Land | 25,454 | | | | 12,727 | 12,727 |
| Buildings and Improvement | 46,204 | 38 | | | 19,995 | 26,171 |
| Equipment | 196,284 | 8,223 | | | 93,033 | 95,028 |
| Transfers to Other Funds | 1,233 | | | | 1,233 | |
| TOTAL EXPENDITURES | 428,824 | 136,688 | | | 139,729 | 152,407 |

# ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

## NORMAND V. RODRIGUE, DIRECTOR

*Central Office:* AMHI—Harlow Building, Augusta *Telephone:* 289-2211
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333

*Established:* October 3, 1973 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 062; *Citation:* 12 M.R.S.A., Sect. 5012

*Average Count—All Positions:* 25 *Legislative Count:* 19

**PURPOSE:** Under the overall supervision of the Director, this Division is responsible for financial management including budgeting, accounting, bookkeeping, auditing; business management including purchasing, contracting, leasing, property and inventory record keeping, information automation; personnel and labor relations including organization and staff development, position classification, workers' compensation administration, and training.

**ORGANIZATION:** The Administrative Services Division is composed of three functional units: Personnel and Labor Relations; Fiscal and Accounting; and Business Management.

**PROGRAM:** The Division of Administrative Services has three (3) major program objectives:

1. Improve the Department's overall management function and capability through establishment of training programs, management information, and development of administrative policies and procedures.
2. Identify and affect cost saving measures through improved use of human resources, purchasing, contracting, and other administrative systems throughout the Department.
3. Manage and control the fiscal activities of the Department in accordance with statutory and regulatory requirements and in conformity with generally accepted accounting principles.

Major accomplishments in 1982-83 include:

1. The Department fully automated its accounts on the Budget Control System (BCS) providing more complete and timely financial information. Also automated were the Department's capital equipment and vehicle use records. The Department will continue to automate where appropriate with major emphasis on word processing and program specific applications.
2. The Division was reorganized through consolidation of fiscal and business positions which were formally located in the bureaus. This has improved the Department's management of fiscal activities and resulted in certain economies of scale.

The Division plans to pursue further the objectives outlined above with special emphasis on management information and training.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| ADMINISTRATIVE SERVICES DIVISION (CONSERVATION) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 341,747 | 341,747 | | | | |
| Health Benefits | 14,097 | 14,097 | | | | |
| Retirement | 53,678 | 53,678 | | | | |
| Other Fringe Benefits | 2,024 | 2,024 | | | | |
| Computer Services—State | 2,387 | 2,387 | | | | |
| Other Contractual Service | 43,693 | 37,499 | 6,194 | | | |
| Rents | 175 | | 175 | | | |
| Commodities | 8,128 | 7,800 | 328 | | | |
| Grants—Subsidies—Pensions | 192 | 125 | 67 | | | |
| Equipment | 6,750 | 6,750 | | | | |
| Transfers to Other Funds | 266 | | 266 | | | |
| TOTAL EXPENDITURES | 473,137 | 466,107 | 7,030 | | | |

# COASTAL ISLAND REGISTRY

### JOHN W. FORSSEN

*Central Office:* Ray Building, A.M.H.I. *Telephone:* 289-3061
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333
*Established:* July 5, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984
*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 069; *Citation:* 33 M.R.S.A., Sect. 1203
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

**ORGANIZATION:** The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides, 33 M.R.S.A., Chapter 25.

**PROGRAM:** The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Public Lands by their purported owners. The Bureau is then directed to search all registered titles to determine the "true" owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title.

As of December 31, 1975 (the formal cut-off for registration), approximately 1,500 islands were registered and 1,300 islands remained unregistered. The total area of the 1,300 unregistered islands is 840 acres.

Subsequently, a management plan for the unregistered islands was developed; and on March 16, 1979, this plan was adopted by the Bureau. In order to provide the greatest diversity and depth of management expertise in the maintenance of these 1,300 unregistered islands, the plan calls for them to be inventoried according to natural features and potential use. They then are to be transferred or leased to other agencies of the state, non-profit conservation organizations, and municipalities for actual management. The plan has been implemented and about 400 islands have been assigned to other entities for management, leaving the Bureau of Public Lands with about 900 islands. Title examinations on the 1,500 registered islands will be completed during the current year.

**FINANCES, FISCAL YEAR 1983:** This unit did not receive any funds.

# DIVISION OF ENTOMOLOGY

## CLARK A. GRANGER, DIRECTOR

*Central Office:* AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333

*Established:* 1921 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 058E; *Citation:* 12 M.R.S.A., Sect. 8002

*Average Count—All Positions:* 56 *Legislative Count:* 16

**PURPOSE:** The Division of Entomology originated in 1921 for the purpose of protecting Maine's forest and shade trees from insects and disease. This is accomplished through statewide detection and assessment surveys, research, control action and public education. Responsibilities extend to responding to requests for advice on associated problems. Additional responsibilities include the administration of State and Federal laws pertaining to insect and disease quarantine regulations.

**ORGANIZATION:** The Director of the Bureau of Forestry appoints, subject to the Personnel Law, the State Entomologist. Operating within an administrative division of the Bureau of Forestry, the State Entomologist is statutorily responsible for answering all calls for information on forest insects, diseases, and other organisms. This includes their identification and control. The State Entomologist is also required to assist other departments working in this field.

In the implementation of these responsibilities the State Entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. This includes the performance of any work involved in ascertaining the presence of such organisms. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the State Entomologist is required to first notify the landowner of his plans.

At the start of fiscal year 1982 the Division of Community Forestry was absorbed into the Division of Entomology to continue technical assistance to municipalities for planting and caring of community trees. The State Forest Nursery was also placed under the administration of the State Entomologist to produce and distribute (at cost) tree seedlings for restoration as well as shrubs for wildlife. The Forest Tree Improvement Program is closely coordinated with the State Forest Nursery.

**PROGRAM:** The spruce budworm is the State Entomologist's major forest problem. Extensive air/ground surveys over the 8.1 million acres of spruce/fir forests identified tree conditions and insect population levels. The general tree condition remains severe with high insect population levels. Recommendations for action included 4,000,000 acres for 1982. Representative field samples were analyzed in field laboratories. Research tests were planned, conducted and financed in cooperation with University of Maine at Orono, federal and control project personnel. Research continues on survey and sampling techniques to improve future budworm population predictions.

Other significant insect outbreaks occur over 300,000 acres by the Forest Tent Caterpillar in northern hardwood areas, 100,000 acres by the Gypsy Moth in the southern third of the state, and 187,000 acres by the Saddled Prominent in southern Maine. Surveys and evaluations show continuing serious defoliation in hardwood species in 1983. The white pine blister rust program policy now places full responsibility for control on towns and landowners. We surveyed 124,176 of the two million acres in the White Pine Protection District.

Specific surveys and evaluations were conducted on a number of other active or potential pests, including birch casebearer, oak insect complex, Scleroderris Canker disease, and a new problem with larch — the European Larch Canker. The general forest insect and disease survey system was enhanced by extending a system of light traps for detection of activity patterns of destructive forest species. Special surveys of spruce budworm parasites and a survey of secondary insects and diseases in budworm weakened stands provide additional important and useful data. Continued emphasis on forest diseases through identification and technical assistance to landowners, the public and other agencies helps meet an ever increasing demand.

The forest disease, Scleroderris Canker, discovered in the Eustis area, in Coplin Pltn. and Aurora was monitored and no spread was observed in FY 83.

The Division provided identification and technical advice to the public including small landowners, on a variety of pests of homegrounds, humans, and pets. Over 3,500 public assistance requests were responded to on the forest and shade tree resource and public nuisance pests. Also 730 permits were issued relative to Gypsy Moth and Oak Wilt quarantine regulations.

Some 2 million seedlings were sold by the State Forest Nursery; and about 15 acres of seed orchards were established under the Forest Tree Improvement Program.

Progress was made towards completion of the State Arboretum, and limited assistance was provided to communities for urban forestry.

**PUBLICATIONS:**

Insect Primer (free)
Field Book of Destructive Forest Insects (free)
Saddled Prominent Outbreak of 1970-1971 (free)
Saddled Prominent Complex in Maine (free)
Protect White Pine From Blister Rust (free)
Arbor Week—A Guide for Elementary School Teachers (free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DIVISION OF ENTOMOLOGY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 411,032 | 367,945 | 7,019 | | 36,068 | |
| Health Benefits | 15,572 | 14,433 | | | 1,139 | |
| Retirement | 64,324 | 57,726 | 1,102 | | 5,496 | |
| Other Fringe Benefits | 5,899 | 5,432 | | | 467 | |
| Computer Services—Comm. | 542 | 412 | | | 130 | |
| Computer Services—State | 146 | 146 | | | | |
| Other Contractual Service | 100,270 | 49,215 | 31,950 | | 19,105 | |
| Rents | 4,130 | 4,020 | | | 110 | |
| Commodities | 8,900 | 7,730 | | | 1,170 | |
| Grants—Subsidies—Pensions | 16,074 | 15,996 | | | 78 | |
| Equipment | 8,728 | 7,811 | | | 917 | |
| Transfers to Other Funds | 687 | | 99 | | 588 | |
| **TOTAL EXPENDITURES** | 636,304 | 530,866 | 40,170 | | 65,268 | |

# DIVISION OF FOREST FIRE PROTECTION

## GEORGE BOURASSA, SUPERVISOR

*Central Office:* AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333
*Established:* 1973 *Sunset Review Required by:* June 30, 1984
*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 058F; *Citation:* 12 M.R.S.A., Sect. 5011
*Average Count—All Positions:* 161 *Legislative Count:* 108

**PURPOSE:** The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention—25% to 30% of time and funds are expended in this effort, (2) detection—presently utilizing 27 towers and 12 detection aircraft, (3) presuppression—training of municipal and Divisional employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

**ORGANIZATION:** In 1891 the office of Forest Commissioner was established resulting from action by the legislature to establish a Forest Commission for the protection of the forest. Until this time this office had been known as the Land Office and the Land Agent. In 1909 an act creating the Maine Forestry District was approved giving forest fire protection throughout the "Unorganized Towns" and some plantations. The disastrous forest fires of 1947 gave stimulus for statute changes in 1949 that made the Forest Commissioner responsible for *all* forest fire control over the entire State. The Department of Conservation was established in 1973, the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry under Conservation and Fire Control was assigned to the Bureau as the Division of Forest Fire Protection.

**PROGRAM:** The goal of the Division is to keep the acreage burned to less than .02 of 1% of the total acreage of the State and hold fire occurrence to 59 fires per million acres protected (1,000) fires. During 1982 there were 840 forest fires burning 1,500 acres.

Forest fire prevention continues to play a very important role in meeting the division's objectives. In 1982 the following prevention measures were accomplished: supplied radio and TV stations with taped fire prevention messages; circulated "Smokey Bear" programs at 86 appearances talking to 13,256 school children; mailed 1,500 Junior Forest Ranger Kits; successfully prosecuted 360 violators; and made over 6,717 inspections of chainsaws, spark arrestors and damages.

Presuppression or preparedness is the key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Divisional personnel.

Training, both in-service and with volunteer and municipal groups was conducted throughout the State. In addition special training programs were developed for hotshot crews, scouts and industry personnel in forest fire suppression techniques. Three specially trained and equipped fire overhead teams were trained during 1982. In all, 3,614 people received training, and 1,300 individuals received certificates of completion. These figures are for the calendar year 1982. Fiscal year figures are unavailable.

**LICENSES, PERMITS, ETC.:**

Permits:
- Burning Permits

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DIVISION OF FOREST FIRE PROTECTION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,903,259 | 2,799,147 | 13,123 | | 90,989 | |
| Health Benefits | 125,215 | 119,505 | 425 | | 5,285 | |
| Retirement | 523,275 | 505,927 | 2,118 | | 15,230 | |
| Other Fringe Benefits | 40,427 | 39,194 | 82 | | 1,151 | |
| Computer Services—Comm. | 499 | 499 | | | | |
| Computer Services—State | 1,507 | 1,507 | | | | |
| Other Contractual Service | 808,917 | 802,002 | 4,935 | | 1,980 | |
| Rents | 81,290 | 81,283 | | | 7 | |
| Commodities | 176,166 | 165,950 | | | 20,774 | |
| Grants—Subsidies—Pensions | 279,362 | 258,588 | | | 20,774 | |
| Buildings and Improvement | 10,451 | 10,451 | | | | |
| Equipment | 341,312 | 335,060 | | | 6,252 | |
| Transfers to Other Funds | 1,115 | | 175 | | 940 | |
| **TOTAL EXPENDITURES** | 5,292,795 | 5,119,113 | 20,858 | | 152,824 | |

# DIVISION OF FOREST MANAGEMENT

**WALTER R. GOOLEY, JR., DIRECTOR**

*Central Office:* AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333

*Established:* 1947 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 058M; *Citation:* 12 M.R.S.A., Sect. 8002

*Average Count—All Positions:* 29 *Legislative Count:* 13

**PURPOSE:** The primary function of the Forest Management Division is to motivate and technically assist forest owners to properly manage their woodlands. Such assistance is provided through educational workshops, field demonstrations, media presentations and limited one on one contact between forester and owner. Policy limits are established on actual technical assistance available to an individual landowner. Utilization and marketing services are provided.

Training programs for district foresters and technicians are an active part of the program to maintain satisfactory performance standards.

**ORGANIZATION:** The Management Division has thirteen general fund positions including: Director, Secretary, 4 Forester II and 7 Forester I positions. In addition, there are fifteen federally funded field positions.

Besides the state director, three regional supervisors supervise the field staff of a statewide network of foresters and technicians to assist nonindustrial woodland owners.

**PROGRAM:** During FY 83, Foresters provided technical and educational assistance to 2,039 private non-industrial forest owners. Included were recommendations for timber harvest stand improvement, tree planting, insect and disease and forest fire control, pesticide use, Christmas tree management, fuelwood management and conservation laws. Other assistance was given to municipalities, civic organizations, University of Maine schools and state and federal agencies. Recommendations were made on 109,453 acres of forest land and improved management practices implemented on 7,742 acres. Overall, accomplishments generally meet the targets established with the Forest Service, USDA.

Technical assistance was provided by district foresters to owners being cost-shared through the federal Agricultural Conservation Program and Forest Incentives Programs for timber stand improvement work. Cost shares to owners during FY 82 included $263,648 for both programs, an increase over previous years.

The Division also provided technical assistance to many Maine mills, provided marketing advice to Maine landowners, loggers, and mills, assisted the State Development Office and entrepreneurs with Industrial Development, and wood exports, and published the timber cut report, stumpage & mill delivered prices, primary processors list, logger list, Christmas tree producers list, six issues of the newsletter, several special marketing bulletins, and several special projects and seminars relating to wood utilization and marketing.

**PUBLICATIONS:**

Factors to Consider When Buying Woodland as an Investment
Woodland Management Service Available to You.
Boundary Information Sheet
Laws Relating to the Forestlands of Maine
Consulting Forester List
Tree Pruning Information
Cost and Income Treatment on Small Woodlands
Suggested Timber Sale Agreement
Maine Primary Forest Products Manufacturers
Maine's Secondary Wood Industry
Mill-Delivered Price List (twice a year)
Stumpage Price List (twice a year)
Maine Logging Firms
Industrial Financing in Maine, Where to Go

Free brochures

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DIVISION OF FOREST MANAGEMENT | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 757,099 | 311,163 | | | 291,374 | 154,562 |
| Health Benefits | 28,429 | 11,325 | | | 12,111 | 4,993 |
| Retirement | 117,292 | 48,863 | | | 46,556 | 21,873 |
| Other Fringe Benefits | 9,723 | 4,938 | | | 4,323 | 462 |
| Computer Services—Comm. | 1,922 | 254 | | | 1,656 | 12 |
| Computer Services—State | 163 | 102 | | | 61 | |
| Other Contractual Service | 205,829 | 56,792 | 10 | | 123,524 | 25,503 |
| Rents | 5,700 | 1,979 | | | 3,688 | 33 |
| Commodities | 55,832 | 6,434 | | | 18,265 | 31,133 |
| Grants—Subsidies—Pensions | 447 | 203 | | | 244 | |
| Equipment | 641 | | | | 641 | |
| Transfers to Other Funds | 5,372 | | | | 3,696 | 1,676 |
| TOTAL EXPENDITURES | 1,188,449 | 442,053 | 10 | | 506,139 | 240,247 |

# BUREAU OF FORESTRY

## KENNETH G. STRATTON, DIRECTOR

*Central Office:* AMHI—Harlow Building; *Floor:* 2 *Telephone:* 289-2791
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333

*Established:* 1891 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 058; *Citation:* 12 M.R.S.A., Sect. 8001

*Average Count—All Positions:* 283 *Legislative Count:* 138

*Organizational Units:*

- Division of Forest Management
- Division of Forest Fire Control
- Division of Entomology
- Division of Spruce Budworm Management

**PURPOSE:** The Bureau of Forestry was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to small woodland owners. To produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

**ORGANIZATION:** The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 4 functional divisions. They are Forest Fire Control, Forest Management, Entomology, and Spruce Budworm Management. During 1977 it was determined that a functional line organization supervised from the Augusta office, would be more efficient and effective than the decentralized regional organization previously in effect. Under this organization, each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors in the four regional offices.

**PROGRAM:** The Bureau of Forestry's program is implemented through its various divisions. In addition, the Planning Unit completed a draft of the first State Forest Resources Plan and continued efforts with the U.S. Forest Service relative to the decennial survey of Maine's forest resources.

**LICENSES, PERMITS, ETC.:**

Permit:
- Campfire (Unorganized Territories)
- Gypsy Moth
- Burning Slash

**PUBLICATIONS:**

So Distinguished a Forest: Only In Maine
Maine Forest Facts
Maine Forest Campsites
Maine Timber Cut Report
Woodland Management Service Available to You
Consulting Foresters in Maine
Planning for the Forest Resources of Maine, Technical Planning Documents (a series)
Maine's Forests and Economic Development, Evaluation Document #1
The Export of Maine Sawlogs to Quebec
Primary Processor Newsletter
Field Book of Destructive Forest Insects
Insect Primer
Forest Insect & Disease Conditions for Maine
Proposed Cooperative Gypsy Moth Suppression and Regulatory Program Activities
1981 Forest Insect Manager's Report
Spruce Budworm Research—A User's Guide
Proposed Cooperative 5-year Spruce Budworm Management Program for Maine
Harvesting Systems for Silvicultural Control of Spruce Budworm
Environmental Monitoring Report from the Maine Cooperative Spruce Budworm Suppression Projects
Spruce Budworm Marketing Guide
Spruce Budworm in Maine, The 1981 Cooperative Spruce Budworm Suppression Project
Photo Field Guide For On-The-Ground Evaluation of Spruce Budworm Damage
Protect White Pine From Blister Rust
Planting and Care of Shade Trees
Spruce Budworm in Maine—History, Biology, Management

All publications above are free.

Forest Trees of Maine — $2.00

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Department of Conservation.

# MAINE GEOLOGICAL SURVEY

## WALTER A. ANDERSON, DIRECTOR

*Central Office:* AMHI—Ray Building *Telephone:* 289-2801
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333

*Established:* August 28, 1973 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 060; *Citation:* 12 M.R.S.A., Sect. 541

*Average Count—All Positions:* 15 *Legislative Count:* 7

*Organizational Units:*
Administration, Mineral & Technical Services
Bedrock and Surficial Geology Division
Hydrogeology Division
Marine Geology Division
Cartography & Publications Division

**PURPOSE:** The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; and to manage the work of the Mapping Advisory Committee.

**ORGANIZATION:** The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962, and in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, the Division was again transferred and reestablished within the Department of Conservation as the Bureau of Geology. Four divisions plus an administrative section, currently operate within the Bureau.

The Maine Mining Bureau, originally established in 1941, is associated with the Maine Geological Survey through the membership of the State Geologist (Director of the Survey). The State Geologist, by virtue of his office, is also administrator and recorder of the Maine Mining Bureau.

The State Board of Certification for Geologists and Soil Scientists was established in 1973. On September 14, 1979 it was transferred to the Department of Business Regulation.

The Mapping Advisory Committee was created in 1973 by Executive Order. The Director of the Maine Geological Survey serves both as chairman and executive secretary of the Committee.

On June 22, 1977 the Governor approved the legislation which created the Maine Geological Survey, replacing and abolishing the Bureau of Geology. Furthermore the 108th Legislature in Chapter 360 repealed the Maine Mining Bureau and reassigned its statutory responsibilities to the Maine Geological Survey and to the Bureau of Public Lands.

**PROGRAM:** The Maine Geological Survey continues to carry out the guidelines established by the Five-Year Program Plan developed in 1977. The principal program involves physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

**Bedrock and Surficial Geology Division.** This Division deals with the basic geologic mapping and interpretation of: surficial materials such as sand, gravel and clay, and bedrock mapping and interpretation of rock types and rock structures. This basic geologic mapping effort is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences, and geologic hazards in the State of Maine. This Division is involved in cooperative and applied programs with the U.S. Geological Survey, the Nuclear Regulatory Commission, and the U.S. Department of Energy.

**Hydrogeology Division.** This Division inventories ground and surface water conditions, with emphasis on ground water supply and prevention of ground water pollution. Studies are conducted by the Division in cooperation with the U.S. Geological Survey and the Maine Department of Environmental Protection. Water well records are obtained on a continuing basis from drillers throughout the State. Maps depicting ground water flow, yield and depth have been prepared for sand and gravel aquifers in the inhabited portions of the State. Research into hydrology of peat deposits is in progress. The Division has completed a study of yield and water quality of significant aquifers in York and Cumberland Counties. The study is being extended to Androscoggin, Kennebec, Oxford, Sagadahoc and Franklin Counties. The study includes evaluation of land use over aquifers and its effects on ground water quality. A pilot bedrock aquifer mapping program continues.

**Cartography and Publications Division.** This Division prepares and publishes the results of the Survey's geologic field investigations and research projects. The Division operates a cartographic production facility which includes a drafting section, a photographic darkroom, and a diazo reproduction center. The Division produces maps ranging from single-color diazo prints to multi-color printed geologic quadrangles.

**Marine Geology Division.** The Marine Geology Division conducts research in the Gulf of Maine and provides technical services to other State agencies involved in the coastal zone. In its first year the Division submitted research proposals to the National Science Foundation, Maine Sea Grant, and the U.S. Geological Survey. The Division began a pilot project to digitize the State Coastal Geology Maps in association with the State Planning Office and Maine Sea Grant. The Division is also conducting sea level rise and subsurface geologic studies along the coast in cooperation with the Nuclear Regulatory Commission and the University of Maine. The Division has provided technical comments to the Department of Environmental Protection on the Sand Dune and Wetlands Acts, and to Maine Sea Grant and the State Planning Office regarding the merit of research proposals in the coastal zone.

**Administration, Mineral, and Technical Services.** The Maine Geological Survey and the Bureau of Public Lands have administrative jurisdiction over prospecting and mineral development on those lands owned or held in trust by the State of Maine that are open for mineral exploration. This jurisdiction extends over 400,000 acres of public lands, the littoral bottom to three miles, and all lake bottoms, but not to mineral activities on private or federal lands. In the case of the latter two, permission should be obtained from the landowner or the appropriate management agency.

Procedures for prospecting, claiming, and mining state lands are outlined in the "Mining on State Lands Statutes," copies of which may be obtained from the Survey. Prospector's permits and claim recording applications, as well as licenses to mine and leases must be obtained from the Survey. Mineral development on state held lands is subject to the appropriate environmental regulations as well. The Survey also maintains an active file of current mineral development activities on state lands.

**LICENSES, PERMITS, ETC.:**

Mineral Activity on State Land

1. Prospectors' Permit
2. Claim Recording Certificates
3. Land Use Ruling Permit
4. Licenses to Mine on State Land
5. Mining Leases on State Land
6. Machinery & Explosives for Prospecting

**PUBLICATIONS:** The Survey publishes technical reports concerning surficial, ground water, bedrock, and marine geology. Numerous recent maps and reports have been prepared for the planner and layman. Several of the Survey's publications are listed below. Please add 5% state sales tax to the purchase price when ordering.

*Informational Literature:*

Publications List—contains a complete listing of available Survey publications. (free)

Index Map Series—a series of maps which indicate coverage of surficial, bedrock, marine, and ground water map series. (free)

*Open-File Reports and Maps:* a series of preliminary reports and maps available as diazo copies. Contact the Survey for a full listing of open-file information and prices. Several open-file map series are listed below.

Reconnaissance Surficial Geology Maps

Reconnaissance Bedrock Geology Maps
Sand and Gravel Aquifer Maps
Coastal Marine Geologic Environments Maps

*Publications:*

| | |
|---|---|
| Preliminary Geologic Map of Maine, scale 1:500,000 compiled and edited by Robert G. Doyle; A.M. Hussey II, chief compiler; December, 1966. | Price $3.00 |
| Ground Water Handbook for the State of Maine, by W. Bradford Caswell; 1979 | Price: $4.00 |
| Surficial Geology Handbook for Coastal Maine, by Woodrow B. Thompson; 1979 | Price: $4.00 |
| Geologic Map of the Portland Quadrangle, Maine, by Arthur M. Hussey II; 1971 | Price: $2.85 |
| The Geology of Mount Blue State Park, by Kost A. Pankiwskyj; 1965 | Price $.50 |
| The Geology of Sebago Lake State Park, by Arthur L. Bloom; 1959 | Price. $.75 |
| The Geology of Baxter State Park and Mt. Katahdin, by Dabney W. Caldwell, 2nd Edition; 1972. (1st Edition, 1960, out of print) | Price: $1.25 |
| The Geology of the Two Lights and Crescent Beach State Parks Area, Cape Elizabeth, Maine, by Arthur M. Hussey II; 1982 | Price $3.25 |

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE GEOLOGICAL SURVEY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 292,095 | 167,809 | 4,830 | | 119,456 | |
| Health Benefits | 10,098 | 6,037 | 219 | | 3,842 | |
| Retirement | 47,721 | 27,660 | 780 | | 19,281 | |
| Other Fringe Benefits | 1,641 | 976 | 30 | | 635 | |
| Computer Services—State | 50 | | | | 50 | |
| Other Contractual Service | 139,578 | 44,397 | 1,498 | | 93,683 | |
| Rents | 17,905 | 8,936 | | | 8,969 | |
| Commodities | 21,022 | 6,383 | 5,239 | | 9,400 | |
| Grants—Subsidies—Pensions | 306,122 | 118,000 | 10,000 | | 178,122 | |
| Equipment | 2,656 | | | | 2,656 | |
| Transfers to Other Funds | 26,872 | | 1,250 | | 25,622 | |
| **TOTAL EXPENDITURES** | 865,760 | 380,198 | 23,846 | | 461,716 | |

# MAINE LAND USE REGULATION COMMISSION

## R. ALEC GIFFEN, DIRECTOR

*Incoming WATS Line:* 1-800-452-8711
*Central Office:* AMHI—Harlow Building
*Telephone:* 289-2631
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333
*Established:* October 1, 1969
*Sunset Review Required by:* June 30, 1984
*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 061; *Citation:* 12 M.R.S.A., Sect. 683
*Average Count—All Positions:* 15
*Legislative Count:* 13

*Organizational Units:*
Development Review Division
Planning Division
Resource Analysis Division
Enforcement and Education Division

**PURPOSE:** The Maine Land Use Regulation Commission was established in 1969 to serve as the planning and zoning board for areas of Maine which lacked local governments empowered to exercise local land use controls. It is responsible for promoting the health, safety and general welfare of the people of the State of Maine by planning for the proper use of the resources within its jurisdiction and guiding land use activities to achieve this proper use. The Commission's jurisdiction includes over 10 million acres in the northern and western parts of the State which occur in townships, towns and plantations which have no local land use controls. The primary responsibilities of the Commission are to prepare a comprehensive land use plan for these areas; to determine the boundaries of areas within the unorganized areas of the State that fall into the various land use districts (zoning); to prepare land use standards for each district; and to review applications for development in the unorganized areas of the State.

**ORGANIZATION:** The Maine Land Use Regulation Commission is a bureau in the Department of Conservation.

**PROGRAM:** In FY 1983, the Commission updated its Comprehensive Land Use Plan; continued to refine its zoning; acted upon approximately 1,300 land use proposals requiring either a permit from the Commission or notification; and assisted communities wishing to develop their own land use controls. The Commission's enforcement and education program became fully operational during the year.

The Commission's program has resulted in many benefits to the public. For example, significant natural resources such as deer wintering areas, seabird nesting islands, lakes and streams, ground and surface waters, and high mountain areas have been protected from activities which would adversely affect their special values. By assuring responsibile development, problems for home owners which result from poor siting and substandard development have been minimized. By controlling the nature and location of development activities, the Commission has endeavored to minimize the cost of providing public services in the wildlands.

The Commission has also assisted many communities to develop effective local land use controls which protect the public interest.

**LICENSES, PERMITS, ETC.:**

Permits:
- (Plantations and Unorganized Townships)
- Building
- Development
- Subdivision
- Road Construction
- Bridge Construction
- Zoning Petitions
- Forestry Operations
- Utility Line Extension

**PUBLICATIONS:**

| | |
|---|---|
| Manual of Land Use Planning—1/76 | No Charge |
| Building in the Wildlands of Maine—9/73 | No Charge |
| Subdividing in the Wildlands of Maine—9/73 | No Charge |
| Comprehensive Land Use Plan for the Plantations and Unorganized Townships of Maine—8/76 | No Charge |
| Revised Statutes Annotated Title 12, Chapter 206-A | No Charge |
| Land Use Districts and Standards | No Charge |
| Land Use Handbook (Complete Set) | No Charge |
| Section 1, Your Land | No Charge |
| Section 2, Maine Land Use Laws | No Charge |
| Section 3, Maine Land Use Regulation Commission | No Charge |
| Section 4, How to Apply for a L.U.R.C. Building Permit | No Charge |
| Section 5, Design Ideas | No Charge |
| Section 6, Erosion Control on Logging Jobs | No Charge |
| Section 6, Erosion Control on Logging Jobs (French Version) | No Charge |

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE LAND USE REGULATION COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 260,641 | 256,974 | | | 3,667 | |
| Health Benefits | 11,342 | 11,324 | | | 18 | |
| Retirement | 36,530 | 35,946 | | | 584 | |
| Other Fringe Benefits | 1,609 | 1,593 | | | 16 | |
| Computer Services—Comm. | 391 | 391 | | | | |
| Other Contractual Service | 85,143 | 83,136 | | | 2,007 | |
| Rents | 7,769 | 7,769 | | | | |
| Commodities | 8,828 | 8,828 | | | | |
| Grants—Subsidies—Pensions | 44 | 44 | | | | |
| Transfers to Other Funds | 732 | | | | 732 | |
| **TOTAL EXPENDITURES** | 413,029 | 406,005 | | | 7,024 | |

# BUREAU OF PARKS AND RECREATION

## HERBERT HARTMAN, DIRECTOR

*Central Office:* AMHI—Harlow Building; *Floor:* 1 *Telephone:* 289-3821
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333

*Established:* April 5, 1935 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 059; *Citation:* 12 M.R.S.A., Sect. 602

*Average Count—All Positions:* 173 *Legislative Count:* 52

*Organizational Units:*
Division of Operations and Maintenance
Finance & Community Services
Acquisition Division
Division of Planning and Research
Snowmobile Division
Development Division
Boating Facilities

**PURPOSE:** The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and memorials and to study and report to the Governor the needs for such facilities; to provide information and trails for snowmobiles; to administer a State grant-in-aid fund for municipalities; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to provide and manage public facilities for boats; and to mark the waters of the State for hazards or remove same.

**ORGANIZATION:** The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U.S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation.

**PROGRAM:** The Bureau has seven divisions.

**Operation & Maintenance.** During FY 1983 this division managed 29 state parks, 16 historic sites, the Allagash Wilderness Waterway, Songo Lock, and 52 public boat ramps. In addition, the division monitored conditions at 46 undeveloped properties, 15 conservation easements, and 67 state-owned locally operated parks and/or boat ramps. Caretaker's quarters continue to be provided at Flagstaff Lodge and the building was opened for day use by snowmobilers and cross country skiing.

Public use figures for 1982: Use of the system was increased by 11,493 persons over 1981, to a total use of 2,426,193 persons. Day use increased by 43,189 visitors to 1,843,189; historic sites dropped from 286,000 to 269,532; overnight camping decreased by 10,107 to 266,731. Use in the Allagash Wilderness Waterway dropped from 51,200 in 1981 to 46,741 in 1982.

**Acquisition Division.** A key access parcel to the Bureau's Spectacle Pond property at Vassalboro was acquired, as was the site for the proposed Wyman Lake Boat Facility at Pleasant Ridge Plantation. Release of restrictive covenants affecting the Bureau's Squaw Mountain holdings was obtained by gift of Scott Paper Company and Merrill Trust Company. Sixty-five acres of scenic mountain meadow were acquired by gift of the family of Albert Benson as an addition to Aroostook State Park, Presque Isle. A boundary agreement was reached with the owner of property adjacent to the Bureau's Taylor Pond Boat Facility at West Mount Vernon, and burdening easement rights for an aesthetically undesirable overhead powerline crossing the marsh at Popham Beach were acquired, allowing the removal of this visual intrusion.

Physical and economic evaluation of several major sites under consideration for future park development is a continuing program.

**Development Division.** Another newly developed day use state park will open this summer on Swan Lake, in Swanville. Swan Lake State Park will provide bathing, picnicking, walking and group facilities for approximately 850 persons in a region of high need.

At Holbrook Island Sanctuary, Brooksville, improvements were made to provide parking and toilet facilities; at Lamoine State Park, Lamoine a new manager residence was constructed to replace one destroyed by fire the previous year; at Moose Point, Searsport a water system was developed; and Colonial Pemaquid Archaeological Survey was carried out. Recreation planning continues for the Bigelow Preserve, Casco Bay Islands and priority day use areas in the state.

**Division of Planning and Research.** During the past fiscal year this division was involved in the completion of the 1983 Maine Comprehensive Outdoor Recreation Plan, and three river studies by Regional Planning Commissions: The Aroostook/Big Machias in Aroostook County, the Pleasant in Washington County, and the Lower Androscoggin in Androscoggin County. The division was also involved in preparation of an Action Program for the West Branch of the Penobscot River.

On-going efforts include preparation of a summary of the 1983 Outdoor Recreation Plan, preparation of a report on day-use state park visitor use characteristics, involvement in the Saco River Recreation Plan by the Southern Maine Regional Planning Commission, and supervision of three river plans by Regional Planning Commissions: the Union in Hancock County, the Carrabassett in Androscoggin County, and the Narraguagus in Washington County.

**Finance and Community Services.** In FY 82, the Division secured approval of 34 Federal Land & Water Conservation Fund projects for Maine cities, towns, and school districts amounting to $1,808,600 in Federal Funds. In addition, 19 amendments to existing LAWCON projects were approved, increasing Federal participation by $330,000.

Seven Municipal Recreation Fund project grants totalling $14,000 and three Small Grants for Conservation Commissions amounting to $2,150 were also funded.

The Division developed an Open Project Selection System for evaluating Land & Water Conservation Fund projects which was approved by the National Park Service, and incorporated into the *Maine Assessment and Policy Plan for Outdoor Recreation*. Project evaluation assistance was also provided to the State Planning Office Coastal Zone Management grant program, and to the Keep Maine Scenic committee for their beautification grants.

Division Staff held sessions at the annual Maine Recreation and Parks Association Convention and worked closely with the organization's executive committee to help inform and obtain input on recreation grant policy.

Personnel also attended numerous regional recreation associations' meetings and presented a session at a turf maintenance conference hosted by the Maine Golf Course Superintendents Association.

The Community Parks and Recreation Advisory Board reviewed all Land and Water Conservation Fund grant awards, and determined priority of Municipal Recreation Fund projects. Board Members are now assisting the Staff in compiling a much needed Community Recreation Handbook to guide local recreation committees and professionals in both facility development and operation.

**Snowmobile Division.** The Division continued to work closely with the 264 active snowmobile clubs in the State, providing assistance with program and membership development. Assistance was also provided to the clubs and interested municipalities with trail planning, development and winter grooming. Additionally, we continued to work closely with the Maine Snowmobile Association in a variety of snowmobile related activities.

During the past fiscal year, the Division processed 176 club grooming applications, approving 172; approved 47 municipal projects involving 58 municipal and or county governments; and made a grant to one (1) individual to groom approximately 27 miles of regionally significant trail in a relatively remote section of Northern Maine. The total number of miles involved in all of the snowmobile trail grant programs was 7,420, a slight increase over the 1981-82 seson. We also continued the total administration of five (5) major snowmobile trail systems on both State and private land, as well as several smaller use areas within the State Park system. Once again, the Evans Notch trail, which is normally maintained by the Division through a cooperative agreement with the U.S. Forest Service, was not in operation because of the continuation of the salvage operation caused by heavy winds three (3) years ago. However, it is expected that the salvage project will be completed this year and we can reactivate that trail for the 1984-85 season.

For all practical purposes, the Northern Maine Trail Plan is complete. However, there were some recommendations in that plan that were not pursued because it was felt that they did not contribute significantly to the overall trail system, but will be reconsidered if sufficient need is demonstrated.

**Boating Facilities Division.** Grants to local communities and others provided for completion of new or improved boat access sites at: Western Passage (Gleason Point), Perry; Baskahegan Stream, Danforth; Rangeley Lake (at Oquossoc), Rangeley; Pleasant River, Addison; Kennebec River, Chelsea; Center Pond, Sangerville; Kenduskeag Stream, Kenduskeag; Rattlesnake Pond, Raymond; So. Branch Lake, Seboeis Plantation.

The Legislature authorized deeding to the towns, with provision for on-going public boat access, properties at Long Pond, Mt. Desert; Pemaquid River, Bristol; and Rockport Harbor, Rockport.

**PUBLICATIONS:**

1. Outdoors in Maine
2. The Allagash Wilderness Waterway
3. Rules & Regulations for State Parks and Memorials
4. Rules & Regulations for the Allagash Waterway
5. The Forts of Maine — available at Forts and State Museum—$1.90 plus tax ($2.50 if mailed)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| **BUREAU OF PARKS AND RECREATION** | **TOTAL FOR ALL FUNDS** | **General Fund** | **Special Revenue Funds** | **Highway Fund** | **Federal Funds** | **Misc. Funds** |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,467,872 | 2,182,858 | 285,014 | | | |
| Health Benefits | 83,290 | 71,867 | 11,423 | | | |
| Retirement | 369,058 | 323,739 | 45,319 | | | |
| Other Fringe Benefits | 19,277 | 17,064 | 2,213 | | | |
| Computer Services—State | 3,575 | 3,575 | | | | |
| Other Contractual Service | 288,962 | 212,204 | 76,758 | | | |
| Rents | 880 | 524 | 356 | | | |
| Commodities | 73,501 | 49,521 | 23,980 | | | |
| Grants—Subsidies—Pensions | 339,917 | 22,095 | 285,466 | | 32,356 | |
| Purchases of Land | 28,559 | | 28,559 | | | |
| Buildings and Improvement | 44,731 | 326 | 44,405 | | | |
| Equipment | 119,579 | 106,492 | 13,087 | | | |
| Transfers to Other Funds | 10,770 | | 10,770 | | | |
| **TOTAL EXPENDITURES** | 3,849,971 | 2,990,265 | 827,350 | | 32,356 | |

# DIVISION OF PLANNING AND PROGRAM SERVICES

## ANNEE TARA, DIRECTOR

*Central Office:* AMHI Harlow Bldg., Augusta *Telephone:* 289-2211
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333

*Established:* October 24, 1977 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 056P; *Citation:* 12 M.R.S.A., Sect. 5012

**PURPOSE:** The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, policy development and long-range departmental planning.

**ORGANIZATION:** Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for this division.

**PROGRAM:** The division conducts a coordinated public information and education program for the Department of Conservation. The objectives of the program are to create and maintain understanding by the public of Department of Conservation programs, to foster public interest in the importance of wise natural resource management, and to promote intradepartmental understanding and cooperation. The information and education section prepares and distributes news releases, feature stories, and a departmental newsletter; prepares and revises informational folders, and maintains a photo file. The section coordinates special projects, such as participation in shows and exhibits. As a service to other programs in the Department, the information and education section distributes news clippings twice each week, distributes audio-visual materials and equipment, prepares a departmental directory and reviews reports and publications.

The division has provided continuing policy review and assistance to the various bureaus of the Department on matters of Department-wide concern and has represented the Department on issues of interdepartmental interests.

The division also coordinates the development and review of Department policy papers, legislative programs, federal grant applications, and affirmative action. The personnel count and fiscal report of the Commissioner's Office and the Division of Planning and Program Services are included in the financial display of the Division of Administrative Services.

**PUBLICATIONS:**

Proceedings of the Blaine House Conference on Forestry. January 1981—$4.00

Maine Rivers Study (National Park Service), April 1982—$10.00 Outdoors in Maine, June 1982 — free

Spruce Budworm in Maine, 1982 — free
Forest Trees of Maine—$1.00 per copy, tax included
Canoeing, Hiking and Ski Touring Bibliography—free
Spruce Budworm Fire Hazard Alert—free
Films and publications available from the Maine Forest Service—free
Harvesting the Invisible Forest

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Department of Conservation.

## BUREAU OF PUBLIC LANDS

### ROBERT H. GARDINER, DIRECTOR

*Central Office:* AMHI—Harlow Building, Augusta *Telephone:* 289-3061
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333
*Established:* October, 1973 *Sunset Review Required by:* June 30, 1984
*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 063; *Citation:* 12 M.R.S.A., Sect. 551
*Average Count—All Positions:* 35 *Legislative Count:* 0
*Organizational Units:*
Operations Planning Financial Management

**PURPOSE:** The Bureau of Public Lands was established in 1973 to upgrade the level of management on Public Reserved and other public lands in the State of Maine—and to recapture exclusive title to more than 300,000 acres of Public Reserved Lands on which timber and grass rights had been sold.

With the resolution of longstanding litigation *(Cushing* vs. *the State of Maine)* in 1981, the State of Maine effectively re-established its title to all of the Public Reserved Lands—and through land trades with private landowners, it is in the process of consolidating the many scattered Public Lots (Public Reserved Lands) into large multiple use management units. Between 1975 and 1982, more than 180,000 acres of this land base have been consolidated into tracts, ranging in size from 5,000 to 30,000 acres.

According to its Legislative mandate, the Bureau is required to manage the lands under its jurisdiction for purposes of multiple use and sustained yield, in accordance with principles of sound planning and prudent business practice.

The Bureau is authorized to prepare, revise and maintain management plans for the lands under its jurisdiction; to grant permits to harvest the resources of the public lands; to sell gravel; to lease the right to set poles and maintain utility lines; to construct, maintain and lease overnight campsites and other camping facilities; to grant the right to construct and maintain public roads and lease mill privileges, dam sites and flowage rights with the consent of the Governor; to grant mining rights subject to the approval of the Maine Mining Bureau, the Land Use Regulation Commission and the Department of Environmental Protection, and to lease the right to dredge, fill or erect permanent causeways, bridges, marinas, wharves, docks or other permanent structures on State-owned submerged or intertidal lands. The Bureau is also charged with the responsibility of the Coastal Island Registry.

**ORGANIZATION:** The Bureau of Public Lands, with responsibilities transferred from the former Forestry Department, was established by the 106th Legislature as an administrative unit of the Department of Conservation in October, 1973. An Act to Improve the Management of the Public Lands, passed by the 107th Legislature, delegates to the Bureau the care, custody, control and the responsibility for the management of all lands owned by the State including public reserved lands, public domain lands, islands in great ponds and coastal waters, land beneath great ponds, rivers and streams, subtidal lands, lands acquired by the Bureau pursuant to lawful authority and any other lands the management and control of which are not otherwise provided for by law.

The Bureau is divided into three Divisions and four regional Field Offices: Operations, Planning, and Financial Management. The Operations Division is responsible for all land management functions, including timber sales, lot line maintenance, inventory, agricultural land leasing, and recreational developments. Operations staff also assist in land trade negotiations and related functions. The Planning Division coordinates the research, preparation, and review of management plans, provides staff support for land trades, and handles the Coastal Island Registry. It also assists in information and education work. The Financial Management Division handles the submerged lands program, the camplot program, stumpage accounting, and general purchasing, personnel, financial and budget administration. The regional offices located in Augusta, Presque Isle, Old Town and Farmington are responsible for the planning and administration of resource programs at the field level.

**PROGRAM:** In keeping with the Bureau of Public Lands' goals and objectives, the following projects have been initiated:

**Multiple Use Land Management.** The Bureau has undertaken the creation of a broad multiple use land management enterprise. A revised planning policy has been adopted to guide the management planning process. Management plans are being prepared and used as the basis for continuing management decisions on each parcel of public land. Plans are reviewed by State agencies and public groups to ensure the evaluation of all resources. Management planning has been undertaken on more than 100,000 acres of forest land; and efforts are now underway to develop a comprehensive, statewide plan for the entire landbase.

**Forest Resources Inventory.** The Bureau is in the process of compiling inventory information about the lands under its jurisdiction, including wildlife, timber, recreational and other multiple use data.

**Submerged Lands.** By statute, the Bureau of Public Lands holds proprietary jurisdiction over the submerged and intertidal lands of the State. The legislation authorizes the conveyance of certain State rights in this land for up to 30 years. Realizing that it is in the public interest to secure an economic return for the public on large-scale commercial uses of this public land, and that it is also in the public interest to exempt small or non-commercial users from fees, and also to guarantee such users adequate real property rights in State-owned submerged land, the Bureau has developed administrative procedures with the Department of Environmental Protection. The purpose of these administrative procedures is to provide environmental permit applicants with conveyances necessary to provide them with sufficient title for their applications to be processed.

**Agricultural Management Plans.** Management Plans for agricultural parcels under the Bureau's jurisdiction have been completed through 1987. Specific recommendations by Soil Conservation Service agencies are being implemented to make better utilization of different soil and crop types. Leasing is now on a five-year basis to allow capital investment by lessees.

**Camp Lease Program.** The Bureau has administrative authority for 500 private camplot leases on Public Reserved Lands. This is an important and continuing part of the Bureau's recreational program, and 50 percent of the net revenue received in this program is dedicated to the development and maintenance of recreational projects. However, because the camplots represent a private and exclusive use of public recreational resources, the Bureau maintains this program at existing levels—and, as a matter of policy, does not issue new leases.

**Forest Products Harvesting.** The Bureau conducts an ongoing series of timber sales. In addition, the Bureau has laid the groundwork for increased cooperation with the Department of Inland Fisheries and Wildlife. The timber sale program provides the bulk of the Bureau's revenue. To improve sale administration and planning, the Bureau has established Regional Offices in Presque Isle, Old Town and Farmington.

**LICENSES, PERMITS, ETC.:**

Permits:
- Timber Stumpage
- Gravel
- Submerged Lands
- Right of Way
- Agricultural
- Public Land (includes a variety of possible uses)

**PUBLICATIONS:**

Management plans for specific parcels, as available. $1 per copy
Map of the Public Reserve Lands, $1.50 per copy

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF PUBLIC LANDS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 437,466 | | 437,466 | | | |
| Health Benefits | 18,584 | | 18,584 | | | |
| Retirement | 65,271 | | 65,271 | | | |
| Other Fringe Benefits | 4,611 | | 4,611 | | | |
| Computer Services—State | 7,078 | | 7,078 | | | |
| Other Contractual Service | 159,179 | | 152,960 | | 6,219 | |
| Rents | 4,550 | | 4,550 | | | |
| Commodities | 19,852 | | 19,852 | | | |
| Grants—Subsidies—Pensions | 24,255 | | 24,255 | | | |
| Equipment | 40,456 | | 40,456 | | | |
| Transfers to Other Funds | 43,499 | | 43,499 | | | |
| TOTAL EXPENDITURES | 824,801 | | 818,582 | | 6,219 | |

# KEEP MAINE SCENIC COMMITTEE

## ELIZABETH PYNCHON, PART-TIME COORDINATOR

*Central Office:* AMHI—Harlow Building; *Floor:* 3 *Telephone:* 289-2211
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333
*Established:* 1965 *Sunset Review Required by:* June 30, 1984
*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 066; *Citation:* 12 M.R.S.A., Sect. 633
*Average Count—All Positions:* ½ *Legislative Count:* 0

**PURPOSE:** The Department of Conservation has been directed to conduct a continuing program of education, promotion, research and enforcement in order to protect Maine's natural beauty. Recognizing that both the general welfare of Maine's citizens and much of the State's economy depends upon the State's scenic resources, the Keep Maine Scenic Committee has focused on the visual problems of litter, junk cars, community improvement, outdoor advertising, and vandalism.

In conducting the program, the Department has made full use of voluntary services and contributions from clubs, organizations and associations, individuals, municipalities, business and industry, and other State agencies. The Keep Maine Scenic Committee advises and consults with the Department in the administration of the Program.

**ORGANIZATION:** The 110th Legislature eliminated all General Funding of the Keep Maine Scenic Committee. The only source of funding is litter fines. A part-time coordinator conducts the day-to-day operations of the program. The 11 volunteer committee members are appointed by the Commissioner of Conservation for three-year terms.

**PROGRAM:** The Committee's program has had two main focuses:

**Education.** Education activities in the Keep Maine Scenic Committee Program included the purchase and distribution to individuals and organizations of litter bags and printed material. A teaching kit on litter, solid waste and the use of resources in Maine was distributed to grade school teachers. Numerous requests for information on litter, community improvement projects, and the "Bottle Bill" were filled. The Committee carried out a Matching Grant Program, which was established over the past year to assist municipalities throughout the State of Maine in completion of environmental and beautification programs, and to encourage greater citizen involvement in this area. All organized cities, towns, and plantations were eligible to apply. Grants were awarded to 12 municipalities ranging from $100 to $500. All grants are matched by the municipalities and any unexpended balance retained by the Committee.

**Promotion.** The Sears, Roebuck/Keep Maine Scenic Community Award program is coordinated by the Committee. Auto litter bags were widely disseminated through state agencies and private organizations. A number of Public Service Announcements were distributed to newspapers and radio stations around the State of Maine.

**PUBLICATIONS:**

Litter Bags
Classroom Kit on Litter and Waste

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| KEEP MAINE SCENIC COMMITTEE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 2,738 | | 2,738 | | | |
| Commodities | 26 | | 26 | | | |
| Transfers to Other Funds | 172 | | 172 | | | |
| **TOTAL EXPENDITURES** | 8,147 | | 8,147 | | | |

# DIVISION OF SPRUCE BUDWORM MANAGEMENT

**ANCYL THURSTON, Acting Forest Insect Manager**
**MICHAEL BARRETT, Acting Supervisor of Forestry Operations**

*Central Office:* AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333
*Established:* 1976 *Sunset Review Required by:* June 30, 1984
*Reference: Policy Area:* 05; *Umbrella:* 04; *Unit:* 058B; *Citation:* 12 M.R.S.A., Sect. 8401
*Average Count—All Positions:* 44 *Legislative Count:* 0

**PURPOSE:** The major goal of the Spruce Budworm Management Division is to minimize the short-term and long-term impacts of the spruce budworm on the State's forest resource. Objectives include (1) protection of present and future spruce and fir wood supply, (2) development of a protection program that is cost-effective, biologically sound, and responsive to environmental and human health concerns, (3) reduction in reliance on chemical insecticides, (4) expansion of integrated pest management practices (5) implementation of equitable protection program financing, (6) voluntary participation in the spray program, (7) provision of regulatory review, and (8) provision of utilization and management assistance programs (MRSA Title 12, Sub-chapter IV-A, Section 8421-8430).

**ORGANIZATION:** This Division was established in 1976 under provisions of the Spruce Budworm Suppression Act. In April of 1980, major changes in the Act were made by the Legislature through Chapter 737, P.L. 1980. Briefly, the following amendments were made to change the direction of the program to more effectively accomplish the objectives and purpose: (1) the Spruce Fir Protection District was reduced by 112 towns, (2) project funding was modified to provide for a "spray" tax and to eliminate general fund participation, (3) a Settlement Region was created within which special spray policies were adopted, (4) a budworm research program was established, (5) an accelerated woodlot management assistance program was initiated, (6) a wood supply-demand study was authorized and (7) money was appropriated to fund a Human Health Monitoring Program.

In May of 1981 further amendments provided for (1) a revised pre-funding mechanism (2) payment for spraying services on public lands and (3) a voluntary protection program, which landowners could join for a period of five years. In February 1982 an amendment was added to allow landowners, under certain conditions, to request withdrawal from the five year obligation. The program continued unchanged in FY 83.

**PROGRAM:** The major activity for the 1983 fiscal year was the conduct of the 1983 suppression project. This project was planned to treat 830,000 acres with chemical and biological insecticides at an estimated cost of $6,200,000. A long term environmental monitoring project continued in 1983 with the selection of permanent sample plots throughout the Spruce Fir Forest Protection District.

Research projects were conducted on a variety of subjects including: (1) a wood supply/demand analysis, (2) biological control agents for budworm, and (3) the utilization of budworm damaged spruce and fir for lumber and pulp production.

Beginning July 1, 1981 the General Fund committed $143,000 to support an expanded woodlot management assistance program. These funds were matched by the U.S. Forest Service. The program provides technical assistance and advice to small woodlot owners relative to the implementation of integrated pest management practices.

**PUBLICATIONS:**

Alternatives to State Management of Spruce Budworm Spraying—1979, 198 pp.

A Technical Review of Planning and Guidance Procedures in Maine's Spruce Budworm Spray Operations—1979, 63 pp.

Programmatic Environmental Impact Statement for Maine—1981, 79pp.

Effectiveness of Spraying—1979, 95 pp.

Environmental Monitoring of Cooperative Spruce Budworm Control Projects, Maine—1976 & 77, 1978, 1979, 1980.

Forest Insect Managers Report—1980, 81, and 82.

Spray Deposit Assessment for Suppression Projects 1979 & 80, 51 pp.

Spruce Budworm in Maine—Operational Reports for 1976, 77, 78, 79, 80 and 81.

Spruce Budworm Research in Maine; A User's Guide, 1979, 175 pp.

Fate of Carbaryl in Maine Spruce Fir Forest, 50 pp.

Spruce Budworm in Maine—History, Biology and Management, 4 p.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DIVISION OF SPRUCE BUDWORM MANAGEMENT | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,004,623 | | 936,642 | | 67,981 | |
| Health Benefits | 32,633 | | 29,821 | | 2,812 | |
| Retirement | 155,133 | | 144,161 | | 10,972 | |
| Other Fringe Benefits | 6,861 | | 5,753 | | 1,108 | |
| Computer Services—Comm | 11,939 | | 11,939 | | | |
| Computer Services—State | 486 | | 486 | | | |
| Other Contractual Service | 2,552,727 | 15,095 | 2,421,888 | | 115,744 | |
| Rents | 11,503 | | 11,503 | | | |
| Commodities | 525,408 | | 524,922 | | 486 | |
| Grants—Subsidies—Pensions | 307 | | 307 | | | |
| Equipment | 79,631 | | 79,631 | | | |
| Transfers to Other Funds | 60,392 | | 53,246 | | 7,146 | |
| **TOTAL EXPENDITURES** | 4,441,643 | 15,095 | 4,220,299 | | 206,249 | |

# COUNCIL OF ADVISORS ON CONSUMER CREDIT

**LYNN K. GOLDFARB, CHAIRWOMAN**

*Central Office:* Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333

*Established:* 1973 *Sunset Review:* Not Established

*Reference: Policy Area:* 01; *Umbrella:* 92; *Unit:* 435; *Citation:* 9A M.R.S.A., Sect. 6.301

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The council advises and consults with the administrator of the Bureau of Consumer Credit Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

**ORGANIZATION:** The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom he is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Credit Protection.

# MAINE CORRECTIONAL ADVISORY COMMISSION

**STEPHEN DUBORD, CHAIRMAN**
**KIMBERLY ELLIS, Contact**

*Central Office:* State Office Bldg., Augusta *Telephone:* 289-2711
*Mail Address:* Statehouse Sta. #111, Augusta, Maine 04333

*Established:* 1975 *Sunset Review:* Not Established

*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 047; *Citation:* 34 M.R.S.A., Sect. 525A

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the Commissioner, Department of Corrections, in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the Commissioner on December 31st of each year. The commission meets as often as necessary at the discretion of its chairman, and adopts its own rules of procedure to carry out its duties.

**ORGANIZATION:** The Maine Correctional Advisory Commission is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 10 representative citizens, appointed by the Governor, including at least one full-time nonadministrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman, and appointments are made for terms of 3 years. Each member of the commission may receive his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission shall be authorized to receive public and private grants to aid in defraying the costs of its operation.

**PROGRAM:** Throughout the calendar year, the commission studied the policies and program of the Bureau of Corrections and issued a report to the Governor, Legislature and Commissioner of Corrections as required by statute.

**PUBLICATIONS:**

Annual Report issued 12/31/75 (paid for by Paula Elkins)
Annual Report issued 12/31/76 (the commission itself has no funds for photocopying
Annual Report issued 12/31/77 and mailing)
Annual Report issued 12/17/79

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# DEPARTMENT OF CORRECTIONS

## DONALD L. ALLEN, COMMISSIONER

*Central Office:* Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
*Mail Address:* Statehouse Sta. #111, Augusta, Maine 04333

*Established:* 1981 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 03; *Unit:* 201; *Citation:* 34 M.R.S.A., Sect. 32

*Average Count—All Positions:* 807 *Legislative Count:* 844.5

*Organizational Units:*
Division of Probation and Parole
Maine State Prison
Community Correctional Services
Charleston Correctional Facility
Juvenile Court Intake
Maine Correctional Center
Maine Youth Center

**PURPOSE:** The Department of Corrections was established to return individuals committed to the Department's care to the status of full and free citizens, more able to cope with the normal expectations of the community in which they live. The Department is responsible for the direction and general administrative supervision of the correctional programs within the Maine State Prison, the Maine Correctional Center, Charleston Correctional Facility, Maine Youth Center, Division of Probation and Parole, and Juvenile Court Intake. The Department is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish halfway house programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Corrections; to expend correctional institutional appropriations on persons within that portion of its sentenced or committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other correctional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs; and the Department of Corrections, may provide or assist in the provision of correctional services throughout the State as authorized by Maine law. The Department is responsible for setting standards and inspection of municipal and county jails.

**ORGANIZATION:** Prior to 1981, the State's penal and correctional institutions were responsible directly to the Commissioner of Mental Health and Corrections. In 1981, the Legislature established the Department of Corrections to administer these units. In 1969, a Division of Probation and Parole was created to administer Probation and Parole services.

**PROGRAM:** The program activities of the Department are discussed in the individual reports of its program components on the following pages except for the following:

**Community Corrections:** The Department of Corrections has been successful in its efforts to continue adult halfway houses to accommodate work releases from the State institutions and county jails.

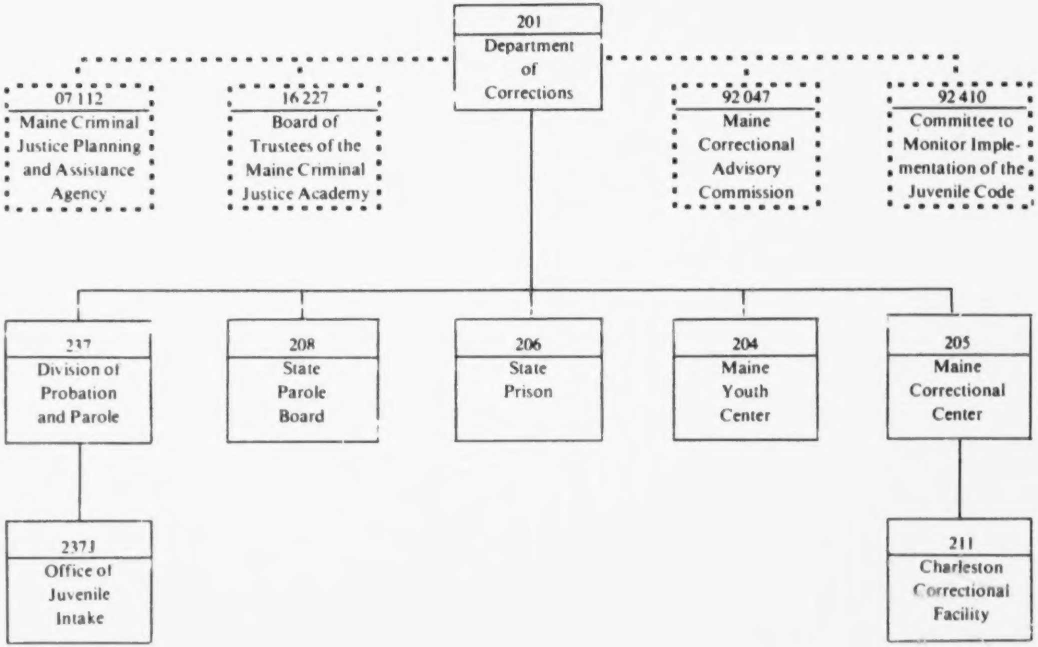
A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and State agencies.

The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purchase of services for youthful offenders.

The program is also funded for mental health services to correctional clients including those having drug and alcohol problems. Another program, in conjunction with our adult institutions develops jobs for inmates who are to be released within a short period of time.

**Correctional Training Program.** The 108th session passed into law mandatory training for all correctional officers working in municipal, county, and state correctional facilities. The Department coordinated the development of the curriculum for this training with the coopera-

# ORGANIZATIONAL CHART
# DEPARTMENT OF CORRECTIONS
# UMB 03


201
Department of Corrections
07 112
Maine Criminal Justice Planning and Assistance Agency
16 227
Board of Trustees of the Maine Criminal Justice Academy
92 047
Maine Correctional Advisory Commission
92 410
Committee to Monitor Implementation of the Juvenile Code
237
Division of Probation and Parole
208
State Parole Board
206
State Prison
204
Maine Youth Center
205
Maine Correctional Center
237J
Office of Juvenile Intake
211
Charleston Correctional Facility

Approved by Bureau of the Budget

# CONSOLIDATED FINANCIAL CHART FOR FY 83
# DEPARTMENT OF CORRECTIONS

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 14,705,981 | 14,347,019 | 35,619 | | 324,085 | —742 |
| Health Benefits | 658,352 | 641,107 | 1,634 | | 15,611 | |
| Retirement | 2,964,773 | 2,906,761 | 5,749 | | 52,263 | |
| Other Fringe Benefits | 99,904 | 97,771 | 240 | | 1,893 | |
| Computer Services—Comm. | 1,115 | 1,115 | | | | |
| Computer Services—State | 4,535 | 4,508 | | | 27 | |
| Other Contractual Service | 3,510,090 | 3,195,861 | 152,855 | | 96,773 | 64,601 |
| Rents | 108,109 | 107,131 | | | 828 | 150 |
| Commodities | 2,505,889 | 2,408,970 | 2,148 | | 8,759 | 86,012 |
| Grants—Subsidies—Pensions | 1,070,151 | 907,468 | 18,288 | | 144,395 | |
| Buildings and Improvement | 217,636 | 215,966 | | | | 1,670 |
| Equipment | 206,004 | 104,927 | 15,157 | | 71,220 | 14,700 |
| Transfers to Other Funds | 445,633 | | 55 | | 211,391 | 234,187 |
| **TOTAL EXPENDITURES** | 26,498,172 | 24,938,604 | 231,745 | | 927,245 | 400,578 |

tion of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

**Jail Inspections.** The Department continues to set standards and inspect all county and municipal jails and detention centers.

## PUBLICATIONS:

*Evaluation and Plan, Maine Juvenile Code, January 1982*

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Department is taking to develop program and services which are needed by the youth of the state.—Free

*Adult Correctional Plan—1978*

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs as they pertain to all aspects of correctional programming. The plan specifies the immediate steps that the Department is taking to better meet the needs of the offenders in the State of Maine.—Free

*County and Municipal Jail Standards—1981*

The Standards were compiled by the Department of Corrections with input from the Maine Chief's of Police Association, numerous sheriff's departments and other agencies.—Free

*County Jail Inspection Reports—1981*

The Jail Report is done in compliance with Title 34, M.R.S.A. 1964 and amended by P.L. 1967 C248, P.L. 1969, C258 and regulations set forth relating to "Standards for County Jails" and status conditions found in county jails.—Free

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DEPARTMENT OF CORRECTIONS (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 463,862 | 392,244 | 35,619 | | 35,999 | |
| Health Benefits | 16,645 | 12,856 | 1,634 | | 2,155 | |
| Retirement | 77,674 | 66,117 | 5,749 | | 5,808 | |
| Other Fringe Benefits | 2,497 | 2,023 | 240 | | 234 | |
| Computer Services—Comm. | 96 | 96 | | | | |
| Computer Services—State | 648 | 621 | | | 27 | |
| Other Contractual Service | 1,181,761 | 964,242 | 142,729 | | 72,405 | 2,385 |
| Rents | 4,906 | 4,140 | | | 766 | |
| Commodities | 700,699 | 697,224 | 1,172 | | 383 | 1,920 |
| Grants—Subsidies—Pensions | 811,130 | 662,792 | 19,899 | | 128,439 | |
| Buildings and Improvement | 216,318 | 214,648 | | | | 1,670 |
| Equipment | 44,178 | 2,683 | 13,857 | | 12,938 | 14,700 |
| Transfers to Other Funds | 209,074 | | | | 209,074 | |
| **TOTAL EXPENDITURES** | 3,729,488 | 3,019,686 | 220,899 | | 468,226 | 20,675 |

# CHARLESTON CORRECTIONAL FACILITY

**JEFFREY D. MERRILL, ACTING DIRECTOR**

*Central Office:* Charleston, Maine *Telephone:* 285-3307
285-3308
289-2060

*Mail Address:* Charleston, Maine 04422

*Established:* 1980 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 03; *Unit:* 211; *Citation:* 34 M.R.S.A., Sect. 871

*Average Count—All Positions:* 36 *Legislative Count:* 57

**PURPOSE:** The purpose of this facility is to confine and rehabilitate inmates that are transferred from the Maine Correctional Center located in South Windham, or the Maine State Prison located in Thomaston, and who are sentenced to these facilities pursuant to MRSA Title 15 Section 2611. Charleston Correctional Facility is designed to serve as an intermediate step between the main institutions and the pre-release facilities located in various parts of the State. Charleston was opened in November, 1981 to assist in the alleviation of overcrowding in the main institution and to provide a greater degree of flexibility and progression in the State's Correctional System.

The two major programs at Charleston are public work restitution and vocational training. Inmates at Charleston have already been involved in several restitution projects for the surrounding communities. These are projects such as widening and lengthening the air field, constructing road signs and park benches in Dover-Foxcroft, assisting in the construction of athletic fields at the High School in Guilford and building fences at the cemetery in Charleston. The vocational training program has not been totally developed at this point, but will become an important aspect of the facility in the near future.

**ORGANIZATION:** The Charleston Correctional Facility is located on the site of the former Charleston Air Force Base located in Charleston, Maine. The Charleston Correctional Facility became operational in November of 1980. The State of Maine was able to commence operation by securing a temporary lease with the Federal Government. The State has since acquired a 30 year lease for the facility. The Charleston Correctional Facility is located within the administrative structure of the Maine Correctional Center, and the center has primary responsibilities for the facility's development.

**PROGRAM:** The Charleston Correctional Facility is responsible for the care, treatment, custody and security of inmates transferred to the unit. Charleston is a minimum security facility.

All inmates are classified by a Classification Board at the main institutions prior to their transfer to the Charleston facility. This board reviews the individual's medical, dental, psychological, educational, theological and program needs. This necessary information is forwarded to the Charleston facility. When the individual arrives in Charleston he appears before a Classification Board for further determination as to his programmatic requirements.

*Dental:* Necessary dental care is provided to an inmate in the main institutions prior to transfer to Charleston. When an inmate at Charleston requires emergency dental work, he is transported by a Corrections Officer to Dover Foxcroft for necessary treatment.

*Alcohol Counseling:* The local AA Chapter meets at the Charleston facility weekly. Inmates are welcome to attend and participate.

*Religious Services:* A local minister, Rev. Victor Stanley has provided his services as Chaplain. He provides counseling to inmates and their families. Religious services are conducted each Sunday. The services are conducted by different denominations on a rotating basis.

*Recreation:* The facility has an excellent gymnasium where inmates are provided the opportunity to participate in basketball, volley ball, weight lifting and bowling. There is also a softball field which is utilized extensively in the summer months.

*Medical:* There is no medical staff at the Charleston facility. Inmates with major medical problems are not transferred to Charleston. There is a nurse under contract that screens minor medical problems for necessary treatment.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| CHARLESTON CORRECTIONAL FACILITY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 554,895 | 554,895 | | | | |
| Health Benefits | 29,418 | 29,418 | | | | |
| Retirement | 104,417 | 104,417 | | | | |
| Other Fringe Benefits | 3,322 | 3,322 | | | | |
| Other Contractual Service | 127,572 | 127,572 | | | | |
| Rents | 517 | 517 | | | | |
| Commodities | 95,743 | 95,743 | | | | |
| Grants—Subsidies—Pensions | 1,849 | 1,849 | | | | |
| Equipment | 19,285 | 19,285 | | | | |
| **TOTAL EXPENDITURES** | 937,018 | 937,018 | | | | |

# MAINE CORRECTIONAL CENTER

**EDWARD J. HANSEN, SUPERINTENDENT**
**JAMES R. CLEMONS & HAMILTON W. GRANT, Assistant Superintendents**

*Central Office:* 119 Mallison St., So. Windham *Telephone:* 892-6716
289-2127

*Mail Address:* 119 Mallison St., So. Windham, Maine 04082

*Established:* 1919 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 03; *Unit:* 205; *Citation:* 34 M.R.S.A., Sect. 811

*Average Count—All Positions:* 157 *Legislative Count:* 163

*Organizational Units:*
Care & Treatment Unit
Custody & Control Unit
Pre-Release Centers
Business Services

**PURPOSE:** The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons under the age of 18 years with respect to whom probable cause has been found under Title 15 Section 2611, subsection 3, who have pleaded guilty to or have been tried and convicted of crimes in the Superior Court and persons over the age of 18 who have been convicted of, or who have pleaded guilty to crimes in the courts of the State, and who have been duly sentenced and committed to the Center. The Center may also accept transfers from the Maine State Prison and County Jails for participation in Center programs.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of inmates are made for the purpose of teaching such inmates a useful trade or profession and improving their mental and moral condition. The Superintendent has supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

**ORGANIZATION:** The Maine Correctional Center at South Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939, under the

Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981. The Reformatory was renamed the Men's Correctional Center in 1967. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in South Windham making this Center co-educational.

**PROGRAM:** The program of the Maine Correctional Center has several facets.

**Care, Treatment, Custody and Security.** The merger of the Women's and Men's Correctional Centers was accomplished while attempting to retain the most effective services of both programs. By Statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Consulting psychological services are currently available two days per week and consulting psychiatric services are provided one day per week.

**Religious and Educational Theology Programs.** These services are offered by a full time Protestant Chaplain and a Catholic Chaplain who aid considerably in the treatment program. During the summer months, this program is greatly enhanced by a Clinical Pastoral Training Program which offers the institution a great deal of general counseling and spiritual development. Up to six clergy, on an intern basis, are at the Correctional Center for this training program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program.

In addition there is an active Alcoholics Anonymous (AA) Program at the Maine Correctional Center. A staff advisor acts as general coordinator. This program strives to meet the needs of those residents who have alcoholic and drug related problems.

**Education Program.** This program has a teacher-principal and one academic teacher who is State funded, and two academic teachers who are federally funded. These staff people operate programs pertaining to High School Equivalency, Developmental Reading, and Tutorial (for completion of High School Diplomas). They also teach courses which better enable the resident to use community resources upon his return to society; for example: Consumer Education, Career Awareness, Developmental Reading and Distributive Education. Academic programs strive to develop a curriculum to meet the needs of the individual, not only in subject area, but also in developing a learning setting which will motivate and enable the resident to use his/her full capabilities. There are nine Vocational Trades Instructors, five (5), of whom are State paid and four, of whom are federally funded. Having these instructors enables the Center to offer Welding, Graphic Arts, Building Trades, Front-End Alignment, Electricity, Small Engine and Automotive Repair, Pre-Vocational Training, industrial stitching and a job developer position. Courses in meat cutting and home economics are also offered.

**Classification Committee.** This Committee utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center or a pre-release or a county jail, or may be granted short-term residential release under the supervision of Division of Probation and Parole. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

**Recreation.** The recreation department utilizes the gymnasium, outdoor playing field, and numerous leisure time activities including movie and canteen room. Offground activities are minimal due to the large number of inmates and the length of sentences.

**Housing Areas Program.** A male resident may move through a program of housing areas. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident, his needs and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

Each week an evaluation is done on each resident by each staff member in the housing areas and the resident signs the evaluation once he has seen it and discussed the evaluation with the staff person. These evaluations are used to determine if the resident is ready to move on to another living area. This system allows both staff and residents in a living area to evaluate their relationship and points the direction the resident should take enabling further program development. A special treatment unit has been established to house residents who are unable to function in the Center's main population for various reasons. The various dormitories, cell block, cottage areas and pre-release units allow the institution to have a head count of 191.

The Southern Maine Community Correctional Center (male pre-lease unit) has proved invaluable to the over-all program of the Center and serves as a work-release, education-release unit with a bed capacity of 30.

The Central Maine Pre-release Center was established in the Stevens building of the former Stevens Correctional Center in Hallowell on May 30, 1979. Presently it provides addtional housing for selected inmates in pre-release status with a capacity of 33.

The Charleston Correctional Facility was opened in November, 1980, at the former site of the Charleston Air Force Base in Charleston. It is functioning as a minimum security unit and has a current capacity of 93.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE CORRECTIONAL CENTER | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,124,671 | 2,972,961 | | | 151,710 | |
| Health Benefits | 145,243 | 138,985 | | | 6,258 | |
| Retirement | 584,269 | 559,808 | | | 24,461 | |
| Other Fringe Benefits | 19,957 | 18,994 | | | 963 | |
| Computer Services—Comm. | 75 | 75 | | | | |
| Computer Services—State | 532 | 532 | | | | |
| Other Contractual Service | 497,965 | 493,831 | 1,873 | | 2,261 | |
| Rents | 4,139 | 4,139 | | | | |
| Commodities | 458,353 | 450,275 | 318 | | 7,760 | |
| Grants—Subsidies—Pensions | 44,967 | 30,622 | −1,611 | | 15,956 | |
| Equipment | 21,225 | 18,225 | | | 3,000 | |
| Transfers to Other Funds | 1,373 | | 15 | | 1,358 | |
| **TOTAL EXPENDITURES** | 4,902,769 | 4,688,447 | 595 | | 213,727 | |

# OFFICE OF JUVENILE INTAKE

## EDMUND J. TOOHER, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
*Mail Address:* Statehouse Sta. #111, Augusta, Maine 04333
*Established:* July 1, 1978 *Sunset Review Required by:* June 30, 1983
*Reference: Policy Area:* 03; *Umbrella:* 03; *Unit:* 237J; *Citation:* 34 M.R.S.A., Sect. 1592
*Average Count—All Positions:* 26 *Legislative Count:* 26

**PURPOSE:** The Office of Juvenile Court Intake was established to provide a uniform statewide process for screening juvenile cases referred by law enforcement agencies for formal adjudication proceedings. Through the screening/investigative process, Intake Workers determine which cases are appropriate to be adjusted on an informal basis without involving the juvenile in the court system. Intake Workers are also responsible for screening detention requests by police to determine if it is necessary for a youth, when initially arrested, to be detained in a secure detention facility. To facilitate immediate response to detention requests, Intake Workers are on call 24 hours a day, 7 days a week.

**ORGANIZATION:** The Office of Juvenile Court Intake was created in 1978 as a division of the Bureau of Corrections. The staff is comprised of 21 Intake Workers, four clerical employees, and one Director, all in classified State service. As no supervisory staff, other than the Director, was allocated by the Legislature, Intake Workers are currently under the administrative structure of the Division of Probation and Parole.

**PROGRAM:** The Office of Juvenile Court Intake received 5,419 referrals for court action during FY 1983. Of these, 2,249 or 42% of all referrals were informally adjusted. Informal adjustment is a voluntary written agreement between the juvenile, parents and Intake Worker, for a period of up to six months, during which time the juvenile and parents agree to abide by certain conditions. During this period, Intake Workers act as "brokers of service" with other agencies who have expertise in a specific area in which the juvenile is in need of assistance. Examples of conditions of informal adjustment include agreements to participate in drug counseling programs, to enroll in remedial reading programs, to make monetary restitution and to perform public service work. During FY 1983, those juveniles participating in Intake supervised restitution programs throughout the state returned approximately $66,512 to victims or charities and performed approximately 12,311 hours of public service work.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| OFFICE OF JUVENILE INTAKE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 495,166 | 495,166 | | | | |
| Health Benefits | 19,639 | 19,639 | | | | |
| Retirement | 77,792 | 77,792 | | | | |
| Other Fringe Benefits | 4,422 | 4,422 | | | | |
| Other Contractual Service | 70,171 | 70,171 | | | | |
| Rents | 25,822 | 25,822 | | | | |
| Commodities | 4,394 | 4,394 | | | | |
| Grants—Subsidies—Pensions | 5 | 5 | | | | |
| Equipment | 480 | 480 | | | | |
| **TOTAL EXPENDITURES** | 697,891 | 697,891 | | | | |

# JUVENILE JUSTICE ADVISORY GROUP

**A. L. CARLISLE, CHAIRMAN**
**GERALDINE BROWN, Juvenile Justice Specialist**

*Central Office:* Room 400, State Office Building, Augusta; *Floor:* 4 *Telephone:* 289-2711
*Mail Address:* Statehouse Sta. #111, Augusta, Maine 04333
*Established:* 1979 *Sunset Review:* Not Established
*Reference: Policy Area:* 03; *Umbrella:* 03; *Unit:* 201J; *Citation:* Exec. Order 16FY 81/82
*Average Count—All Positions:* 1 *Legislative Count:* 1

**PURPOSE:** The Juvenile Justice Advisory Group (JJAG) was created in response to the requirements of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. In Maine, the overall responsibility of the Juvenile Justice Advisory Group is to participate in the development of the State's juvenile justice plan and to review and act on all juvenile justice and delinquency prevention grant applications. In addition, the Juvenile Justice Advisory Group: advises the Governor and the Legislature on matters related to status and non-offenders and separation of juveniles from adults; develops more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and improvement of the juvenile justice system; and reviews the progress and accomplishments of juvenile justice and delinquency prevention projects funded under the State plan.

**ORGANIZATION:** The Juvenile Justice Advisory Group was created by Executive Order 4 FY 80 on October 5, 1979. Consistent with PL 93-415, Sec. 223(a) (3), the advisory group consists of not less than twenty-one and not more than thirty-three representatives from the following interests: representatives of units of local government, law enforcement and juvenile justice agencies including: law enforcement, corrections or probation personnel, and juvenile court judges; representatives of public agencies concerned with delinquency prevention or treatment such as welfare, social services, mental health, education or youth services departments; representatives of private organizations concerned with delinquency prevention or treatment; concerned with neglected or dependent children; concerned with the quality of juvenile justice, education or social services for children; representatives of public/private agencies which utilize volunteers to work with delinquents or potential delinquents; representatives of community-based delinquency prevention or treatment programs; representatives of business groups and businesses employing youth; representatives with special experience and competency in addressing the problems of school violence and vandalism; and representatives with special experience with the problems of learning disabilities. In addition, a majority of members (including the Chairperson) shall not be full-time employees of the Federal, state or local government, and at least one-third of the members must be under the age of 26 at the time of appointment, and at least three of whom must have been or shall currently be under the jurisdiction of the juvenile justice system.

Pursuant to the provisions of PL 93-415, Sec. 223(a) (3), the performance of the responsibilities of the Governor relating to provision of staff and support are delegated to the Commissioner of the Department of Corrections, who may appoint staff as he deems necessary to implement the purposes of the Executive Order. The Maine Department of Corrections has been the fiscal agent of the advisory group since July 1, 1982. The appropriation which supports staff for this function will be transferred to the Department effective July 1, 1983.

**PROGRAM:** The Advisory Group had no program during FY 83.

**PUBLICATIONS:**

Copies of the following publications may be obtained, free of charge, from the JJAG, Department of Corrections, State House Station 111, Augusta, Maine 04333:

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan, 1982-1984.
1983 Update to the Comprehensive Juvenile Justice and Delinquency Prevention Plan.
Report to the Governor (FY 1983)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| JUVENILE JUSTICE ADVISORY GROUP | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 20,426 | 20,426 | | | | |
| Retirement | 3,209 | 3,209 | | | | |
| Other Fringe Benefits | 126 | 126 | | | | |
| Other Contractual Service | 5,914 | 5,914 | | | | |
| Commodities | 446 | 446 | | | | |
| **TOTAL EXPENDITURES** | 30,121 | 30,121 | | | | |

# STATE PAROLE BOARD

**ROBERTS J. WRIGHT, CHAIRMAN**
**PETER J. TILTON, Secretary**

*Central Office:* Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
*Mail Address:* Statehouse Sta. #111, Augusta, Maine 04333
*Established:* 1931 *Sunset Review Required by:* June 30, 1983
*Reference: Policy Area:* 03; *Umbrella:* 03; *Unit:* 208; *Citation:* 34 M.R.S.A., Sect. 1551
*Average Count—All Positions:* 1 *Legislative Count:* 1

**PURPOSE:** The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision and formulate policies, adopts regulations, establishes procedures, and advises concerning pardons when requested by the Governor.

**ORGANIZATION:** The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957, under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. In 1967, a Division of Probation and Parole was created within the Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. The Board elects its own chairman and meets at least bimonthly and may meet as often as necessary.

**PROGRAM:** The State Parole Board hears cases at the Maine State Prison and the Maine Correctional Center to determine when inmates should be released on parole, when they have committed violations of parole, how much violation time should be served, if any, and when a prisoner or inmate is to be discharged.

*Maine State Parole Board Action*
*Annual Report*
*Fiscal Year—1982/1983*

| | |
|---|---|
| Paroled | 13 |
| Paroled & Discharged | 4 |
| Paroled & Discharged (to new sentence) | 2 |
| Denied | 31 |
| Continued (Resolved) | 3 |
| (Pending) | 5 |
| Total Parole Eligible | 58 |
| Early Discharge Requests | 4 |
| Others | 17 |
| Total Cases Heard | 79 |

During the fiscal year 1982/1983, the Parole Board met a total of 11 times and considered 79 cases; 58 were inmates eligible for parole consideration; 18 parole violators; 3 early discharges were granted; 8 cases were continued pending further evaluation or eligibility.

**PUBLICATIONS:**
Parole Board Rules and Policy—Free

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE PAROLE BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 17,356 | 17,356 | | | | |
| Health Benefits | 583 | 583 | | | | |
| Retirement | 2,075 | 2,075 | | | | |
| Other Fringe Benefits | 84 | 84 | | | | |
| Other Contractual Service | 8,559 | 8,559 | | | | |
| Commodities | 517 | 517 | | | | |
| TOTAL EXPENDITURES | 29,174 | 29,174 | | | | |

# STATE PRISON

**MARTIN A. MAGNUSSON, WARDEN**
**LARS HENRIKSON, Deputy Warden**
**JOSEPH SMITH, Deputy Warden**

*Central Office:* Thomaston, Maine *Telephone:* 354-2535
*Mail Address:* State Prison, Box A, Thomaston, Maine 04861
*Established:* 1823 *Sunset Review Required by:* June 30, 1983
*Reference: Policy Area:* 03; *Umbrella:* 03; *Unit:* 206; *Citation:* 34 M.R.S.A., Sect. 551
*Average Count—All Positions:* 266 *Legislative Count:* 268
*Organizational Units:*
Bolduc Unit
Bangor Pre-Release Center

**PURPOSE:** The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government as provided by law of adult male offenders lawfully committed to the prison. In addition, the prison may establish vocational training programs and transfer inmates to the State Prison Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor called the Bangor Pre-Release Center.

**ORGANIZATION:** The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843, and after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Department of Corrections.

**PROGRAM:** Coming out of the lockdown ordered by Governor Brennan, the prison staff set out to reorganizing the institution to insure a safe and stable environment for staff and inmates with the prompt and effective delivery of services to the inmate wards of the state.

New visiting and contraband policies have been instituted and re-enforced. A rigorous pass system now controls inmate movement in the prison. Rules and regulations governing the inmates and disciplinary procedures have been revamped and promulgated to establish and maintain orderly and equitable handling/management of inmates. Systematic inspection of food service and housing areas contributes to sanitary and adequate provisions for feeding and residence spaces.

The inmate Novelty Program has been limited to one prison area (Craft Room) and only inmates who are regularly assigned to work can participate in it. Ceilings have been placed on earnings and close staff supervision exercises quality control over items offered for sale. Prison industries have been reorganized; contractual agreements with inmates encourage their motivation to participate in productive labor. Two half-day shifts are operating in all prison work areas with opportunities for minimal compensation available only to productive working inmates.

Treatment services have been augmented and strengthened by additions to staff and procedural improvements. Medical services have come under the direction of a Physician's Assistant who provides increased inhouse services and professional direction for the nursing staff. Social workers have increased in number to three to furnish more input into the classification process and give increased direct care to inmates and monitoring of their progress. Treatment and management functions are centralized into a revitalized Classification Committee which includes a broad spectrum of prison professional staff and operates under the aegis of a classification manual that is in conformity to national standards in corrections. Three psychologists perform diagnostic, treatment and consulting work for institution, inmate and staff benefit. Substance abuse as a major treatment problem has been recognized and addressed by staff. A refurbished and reorganized library under professional direction contains up-to-date fiction, nonfiction and reference material. Recreational activities have been augmented by new equipment and programmatic enrichment. Pastoral services have been expanded to encompass a larger degree of outside community and volunteer imvolvement in the prison experience.

The Community Programs Department, through careful classification procedures, risk assessment, and attention to community sentiment, has been able to successfully furlough close to 40% of eligible inmates without significant transgressions of this trust. Educational services within the prison provide academic work up to the college level while outside the walls vocational training is available for selected inmates toward the end of their sentences. The prison's Bolduc MSU houses about 75 inmates in vocational training, prison assignments, or on work release. The Bangor Pre-Release Center houses about 25 inmates who are on institutional assignments, work or education release. Inmates are also on work release and educational programs out of county jails and halfway houses.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE PRISON | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 4,758,166 | 4,717,103 | | | 41,805 | —742 |
| Health Benefits | 222,993 | 220,899 | | | 2,094 | |
| Retirement | 1,189,692 | 1,182,962 | | | 6,730 | |
| Other Fringe Benefits | 32,786 | 32,613 | | | 173 | |
| Computer Services—Comm. | 719 | 719 | | | | |
| Computer Services—State | 2,310 | 2,310 | | | | |
| Other Contractual Service | 1,104,626 | 1,020,728 | 8,253 | | 13,429 | 62,216 |
| Rents | 12,993 | 12,781 | | | 62 | 150 |
| Commodities | 941,264 | 860,663 | 658 | | —4,149 | 84,092 |
| Grants—Subsidies—Pensions | 139,571 | 139,571 | | | | |
| Buildings and Improvement | 1,318 | 1,318 | | | | |
| Equipment | 86,336 | 29,754 | 1,300 | | 55,282 | |
| Transfers to Other Funds | 234,681 | | 40 | | 454 | 234,187 |
| **TOTAL EXPENDITURES** | 8,727,455 | 8,221,421 | 10,251 | | 115,880 | 379,903 |

# DIVISION OF PROBATION AND PAROLE

## PETER J. TILTON, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
*Mail Address:* Statehouse Sta. #111, Augusta, Maine 04333
*Established:* 1969 *Sunset Review Required by:* June 30, 1983
*Reference: Policy Area:* 03; *Umbrella:* 03; *Unit:* 237; *Citation:* 34 M.R.S.A., Sect. 1592
*Average Count—All Positions:* 64 *Legislative Count:* 65

**PURPOSE:** The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to make productive and constructive members of society out of convicted offenders and adjudicated juveniles on probation or parole. The Division is responsible for administration of probation and parole services within the State. Specific duties include pardon and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence and pre-parole investigations for the institutions, and the handling of adult and juvenile interstate compact cases for other states. The director of the Division serves both as administrator of the Uniform Interstate Compact of Juveniles and of the Uniform Act for Out-of-State Parolee Supervision. The director also appoints, subject to the personnel law, district probation and parole officers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

**ORGANIZATION:** The Division of Probation and Parole was created in 1967. The Division consists of field probation and parole officers and other administrative employees in classified State service, and works in close cooperation with the State Parole Board.

**PROGRAM:** The Division of Probation and Parole services all criminal courts in the State of Maine by making investigations and recommendations, supervising probationers, and seeking diversionary programs. The Division also supervises all persons released on parole from State penal and correctional centers, conducts investigations for the State Parole Board and the institutions, counsels, finds employment and makes appropriate referrals to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to another state are referred to another compact state for similar supervision.

*Probationers and Parolees*

| Probationers | | Parolees |
|---|---|---|
| Adult | Juvenile | Adult |
| 3,000 (approx.) | 800 (approx.) | 100 (approx.) |

Total Under Supervision: 3800*
(6/30/83)

*These figures include probationers and parolees being supervised under Interstate Compacts.

**PUBLICATIONS:**

Division of Probation and Parole—Policies and Procedures Manual—on location

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DIVISION OF PROBATION AND PAROLE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,356,271 | 1,356,271 | | | | |
| Health Benefits | 50,699 | 50,699 | | | | |
| Retirement | 213,620 | 213,620 | | | | |
| Other Fringe Benefits | 11,234 | 11,234 | | | | |
| Other Contractual Service | 162,228 | 162,228 | | | | |
| Rents | 51,731 | 51,731 | | | | |
| Commodities | 6,018 | 6,018 | | | | |
| Grants—Subsidies—Pensions | 44,911 | 44,911 | | | | |
| Equipment | 4,041 | 4,041 | | | | |
| **TOTAL EXPENDITURES** | 1,900,753 | 1,900,753 | | | | |

# MAINE YOUTH CENTER

**RICHARD J. WYSE, SUPERINTENDENT**
**FRANCIS A. CAMERON, Assistant Superintendent, Rehabilitative Services**
**ANTHONY A. SESTO, Assistant Superintendent, Care Custody and Security**

*Central Office:* 675 Westbrook Street, South Portland *Telephone:* 772-7434
*Mail Address:* 675 Westbrook Street, South Portland, Maine 04106
*Established:* March, 1853 *Sunset Review Required by:* June 30, 1983
*Reference: Policy Area:* 03; *Umbrella:* 03; *Unit:* 204; *Citation:* 34 M.R.S.A., Sect. 2712
*Average Count—All Positions:* 224 *Legislative Count:* 229

**PURPOSE:** The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

**ORGANIZATION:** The Maine Youth Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the school was placed under the Department of Health and Welfare, and in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1981, the Department of Corrections was established. In 1959, the School was renamed the Boys Training Center. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

**PROGRAM:** The Maine Youth Center continues to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting.

*Care, Custody and Security:* This department which encompasses cottage life, control units, intensive care units, the Hayden Special Treatment Unit has continued to experience the excitement and satisfaction of functioning within an ever improving program. The treatment teams, represented by staff from various disciplines with which each client is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual client entrusted to the Center's care.

The cottage life units, under the supervision of a Unit Director, function as the hub of the Center's total program. Each unit has a regular team which works with the Unit Director who is the liaison between various disciplines. The team has become involved in the programming, counseling and disciplining of the residents. Other staff have also been assigned to the team. These staff are from disciplines such as Education, Physical Education and Recreation, and, when the need arises, the Psychologist and a Psychiatrist also participate. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his or her actions immediately. Our tendency continues to be more "Reality Therapy" oriented.

The team concept has increased participation in most programs throughout the institution. The staff, through this active participation, have become more involved with the total rehabilitation of the clients. The teams are constantly reviewing, and when necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings are called in order that the team might deal with any emergency or special situation which arises. The common treatment approach utilized by the tem in working with clients is an involvement process in which staff members exercise the concepts of Reality Therapy as they relate to presenting the client with the opportunity to choose to change to a more positive behavior. Off-grounds shopping trips, movies, work experience, weekend leaves and extended leaves which coincide with public school vacations are a few examples of privileges which are available and earned. Each client is assigned to a member of the team who is responsible for tracking the client's individual program. This tracking system continues to ensure a greater degree of success for each client within his or her individualized program. Clients of both sexes have benefited from an expanded coeducational program.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly to deal with a wide variety of subjects. The committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to the Center's care.

The Control Unit served as a most important communications, admissions and dispatch area for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases, and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered. The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for clients who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions and family therapy sessions.

The Security Treatment Unit deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this Unit is made for a minimum period of six weeks in which effort is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner.

*Rehabilitative Services:* During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and, at times, complex psychological needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person.

*Social Services Division:* The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the interdepartmental staff through a coordinated effort are developing and implementing a strong program. The intake orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new client with the Center, its staff and its programs. The Director of Social Services, in collaboration with the Unit Directors, continues to participate in cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception Staffing and Clinical Services Committee meetings, and communicating with aftercare, parents and/or interested parties involved with their clients. Their routine includes visiting clients assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a biweekly basis and attending regularly scheduled visiting days.

Aftercare workers continue to provide community based clients of the Maine Youth Center with extended services. In addition, the aftercare workers maintain contact with families and community organizations of residential students during their stay. They provide a constant communications link between the Maine Youth Center and the communities.

The Reality Therapy model at the Center has brought changes through the Classification Committee and Social Services. Rather than a time limited contract system, each case is presented as a plan for the "rehabilitation" of that individual with objective, specifiable goals and long and short-run objectives. This rather major change in emphasis has some far-reaching implications for the juvenile justice system in Maine.

*Hold for Court Evaluations:* The court continues to send many students to the Center for Evaluation and Hold. To help those in the cottage dealing with this massive influx of students, the Interns and university student volunteers have been organizd and a program developed that contacts all relevant community resources and prepares a social evaluation for the evaluating psychologist, the courts, Cottage VII and, upon committal, the aftercare and cottage program. The university volunteers also provide individual and group counseling and casework services to those non-committed clients.

*Diagnostic Services:* In accordance with the statutes of the State of Maine, the Maine Youth Center continues to provide diagnostic services to adjudicated juveniles. Basically, three reports — Social Summary, Psychological Evaluations and Psychiatric Evaluations — were submitted to the requesting court on particular clients. This includes services for female juvenile offenders as well as those already established for male juvenile offenders. Also, additional educational testing and medical examination results were occasionally provided on request. The number of requests for this service has increased significantly each year in that this service has been offered to the courts.

*Substance Abuse:* The Social Service Director and/or counselors have continued to conduct in-residence counseling training for staff and volunteer personnel. This, coupled with staff participation in professional substance abuse workshops, has helped this agency gain awareness of the high incidence of drug abuse among clientele. An Alcoholics Anonymous (A.A.) program has recently been started, further reaching out to our youth who need help. One cottage is a certified chemical abuse treatment facility. The Maine Youth Center program continues to work with estabished community drug and alcohol agencies in order to provide treatment for youth in aftercare.

*Education:* The A.R. Gould School of the Maine Youth Center is accredited by the Department of Education and Cultural Services with the express function of providing a full range of educational services to residents to include traditional academic classes, remediation, vocational courses, equivalency diploma, tutoring and testing and general socialization skills. The school's basic role is to reclaim these young people, to reintegrate them into the educational scene as quickly as possible. To facilitate this reintegration and to involve as many students as possible into various programs, an all day school schedule has been adopted. In this way, we are better programmed to meet the needs of the entire population — both male and female. Title 1 ESEA funding continues to supplement full-time State positions to enhance educational programming and the Bureau of Vocational Education is supplying funding to the Business Education Program via disadvantaged funds. The Maine Youth Center continues to fund a halfway coordinator for a Literacy Volunteer program which is used as an adjunct to the remedial reading program. This year the Center complied with P.L. 94-142 by continuing its Pupil Evaluation Team (PET) and in-servicing all teachers in the writing of Individual Education Program (IEP).

In conjunction with the institution moving to a Reality Therapy Treatment model, the Arthur R. Gould School is implementing a Schools Without Failure educational model to include such innovations as non-graded classes, daily success lessons, classroom meetings and a discipline procedure based on Reality Therapy.

*Pathfinder Program:* The Pathfinder Program is based on the idea that if students are able to manage themselves with some skill in the natural environment of Maine, its ocean, streams, woods, mountains, their self-concept will be affirmed in more constructive ways, and so contribute to their need for a more positive social life. Each season of the year saw staff working with students to learn the basics of snowshoeing, cross-country skiing, winter camping, canoeing and sailing. These skills included the widening awareness of the need for and use of science, English, geography and biology.

*Volunteer Services:* The volunteers at the Center provide: group counseling, one-to-one counseling, religious conference retreats, religious education, psychological testing, reading aides, supportive friendships, camping equipment, canoes, homes for clients on leave and jobs for clients in the community.

*Worship Services:* Worship is offered to the students in the form of Protestant services on Saturday, led by the chaplain and volunteers. On a voluntary basis, Roman Catholic Masses are offered on Friday afternoons.

*Foster Grandparents:* Our grandparents provide psychological testing, interviewing, cottage friendships, sewing, knitting, art, fly tying and model building.

*Medical:* The provision of medical and dental services for admitted and Hold For Court clients was determined following the physical and dental examinations. The assessment and plan for each client was determined and when applicable, consisted of community referrals to Maine Medical Center, Mercy Hospital, Family Planning and other medical specialists. Services to clients that may have been started prior to their committal were continued with respective physician until care was completed. Pineland Center provided the following services for our department: X-rays, blood work, urinalysis, pregnancy testing, throat cultures and dental work (root canals) not of an emergency nature for our clients. Each assessment and plan was reviewed and updated as necessary. Individual health care for the prevention of infection and contagion, along with the establishment of good health habits, is stressed by the Medical Department. Medications and treatments were administered as prescribed by our attending physician, who visited each week for one half day.

*Physical Education:* The Center's Department of Physical Education, Recreation and Athletics continues to provide a built-in flexibility to the program which can better meet the needs of the clients. The broad scope of the program includes such areas as interscholastic athletics, individual instruction, leisure time sports, intramurals, physical education classes and a varied program of activities such as games, dancing and in-cottage contests. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational program.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE YOUTH CENTER | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,935,594 | 3,841,023 | | | 94,571 | |
| Health Benefits | 173,132 | 168,028 | | | 5,104 | |
| Retirement | 715,234 | 699,970 | | | 15,264 | |
| Other Fringe Benefits | 25,602 | 25,079 | | | 523 | |
| Computer Services—Comm. | 225 | 225 | | | | |
| Computer Services—State | 1,045 | 1,045 | | | | |
| Other Contractual Service | 357,208 | 348,530 | | | 8,678 | |
| Rents | 8,001 | 8,001 | | | | |
| Commodities | 298,901 | 294,136 | | | 4,765 | |
| Grants—Subsidies—Pensions | 27,718 | 27,718 | | | | |
| Equipment | 30,459 | 30,459 | | | | |
| Transfers to Other Funds | 505 | | | | 505 | |
| **TOTAL EXPENDITURES** | 5,573,624 | 5,444,214 | | | 129,410 | |

# COUNTY RECORDS BOARD

**SAMUEL S. SILSBY, JR., CHAIRMAN**

*Central Office:* L-M-A Bldg., Augusta *Telephone:* 289-2451
*Mail Address:* Statehouse Sta. #84, Augusta, Maine 04333
*Established:* 1973 *Sunset Review:* June 30, 1981
*Reference: Policy Area:* 00; *Umbrella:* 90; *Unit:* 306; *Citation:* 30 M.R.S.A., Sect. 347
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The County Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of county records, following, as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the County Records Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the county level. Program services are provided to county governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

**ORGANIZATION:** The County Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of county records. The Board consists of five members, including the State Archivist as Chairman ex officio; and four members appointed by the Governor for terms of three years, one of whom must be a County Commissioner, one a Register of Deeds, one a Register of Probate, and one of whom is experienced in real estate title examinations. The headquarters of the County Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the County Records Board serve without compensation.

**PROGRAM:** The County Records Board acts upon requests submitted by county offices to destroy specified records having no permanent value. County officers attend ongoing workshops conducted by the Maine State Archives on document restoration, and are provided with technical assistance by other units of the Maine State Archives.

**LICENSES, PERMITS, ETC.:**

The County Records Board is responsible for authorizing the destruction of county records having no permanent value (30 M.R.S.A., Sect. 346). Procedures for the disposition of such records have been presented by the Board in accordance with the Administrative Procedures Act. Action taken by the County Records Board is evidenced by the issuance of an executed *Request for Disposition of County Records.*

**FINANCES, FISCAL YEAR 1983:** 30 MRSA Section 348 & 349 provides that expenditures of this unit shall be born by the Maine State Archives, and are, therefore, included in its financial display.

# CRIMINAL LAW ADVISORY COMMISSION

**JOHN R. ATWOOD, CHAIRMAN**

*Central Office:* State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2146
*Mail Address:* Statehouse Sta. #6, Augusta, Maine 04333
*Established:* May 1, 1976 *Sunset Review:* Not Established
*Reference: Policy Area:* 00; *Umbrella:* 92; *Unit:* 139; *Citation:* 17A M.R.S.A., Sect. 1351
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Criminal Law Advisory Commission was established for the purpose of conducting a continuing study of the criminal law of Maine. Additionally, the Commission must propose to the Legislature, at the start of each session, such changes in the criminal laws and in related provisions as the Commission may deem appropriate. The Commission may also make recommendations to the Judicial Council, the Advisory Committee on Criminal Rules and to any other organization or committee whose affairs pertain to the criminal justice system.

**ORGANIZATION:** The Commission is composed of 9 members to be appointed by the Attorney General. The members are qualified by reason of their experience in the prosecution or defense of criminal cases or by reason of their knowledge of the criminal law. At least two members shall be qualified by reason of their knowledge of juvenile law. Members of the Commission serve for terms of 2 years and may be reappointed. In the event of the death or resignation of any member, the vacancy for his unexpired term shall be filled by the Attorney General.

The Senate and House Chairmen of the Judiciary Committee, or their designees, serve as consultants to the Commission. The Chief Justice of the Supreme Judicial Court appoints 4 consultants to the Commission, at least one of whom shall be an active member of the Superior Court and at least one of whom shall be an active member of the District Court. Whenever it deems it appropriate, the Commission shall seek the advice of experts, including representatives of the executive departments, in fields related to its duties.

**PROGRAM:** The Commission reviewed the legislative documents relevant to the criminal laws and made recommendations, including suggested language changes, to the appropriate legislative committees.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Department of Attorney General.

# MAINE CRITICAL AREAS ADVISORY BOARD

**FREDERICK M. BECK, CHAIRMAN**
**HARRY R. TYLER, JR., Program Manager**

*Central Office:* 184 State Street, Augusta *Telephone:* 289-3261
*Mail Address:* Statehouse Sta. #38, Augusta, Maine 04333
*Established:* 1974 *Sunset Review:* Not Established
*Reference: Policy Area:* 00; *Umbrella:* 92; *Unit:* 308; *Citation:* 5 M.R.S.A., Sect. 3313
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs, especially in deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, or scientific values.

**ORGANIZATION:** The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 5 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

**PROGRAM:** During FY 83, the Critical Areas Advisory Board met three times: September 22 (Ashland), April 8 (Augusta), and June 10 (Augusta). Based upon the Board's recommendations, 31 areas were added to the Register, bringing the total to 455 on the Register of Critical Areas. Three areas were added to the list of areas that meet the guidelines of the program but were not registered because the landowners could not be contacted, or because registrations would be detrimental to the conservation of the area.

Planning reports on Jack Pine, old-growth forest stands, Furbush's Lousewart and seven species of sub-arctic plants and Jasper Beach were approved and accepted by the Board. In addition, reports on public lands were prepared and presented on the Great Heath, the Mahoosuc Mountains and Telos Public Lot.

The Board made significant contributions to the program's efforts to work with the Bureau of Public Lands.

**PUBLICATIONS:** Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Planning Reports:

Luminous Moss
Rhododendron
Oysters
Petrels
Alcids
Inkberry
Least Terns
Slender Blue Flag
Chestnut Oak
Piping Plovers & Least Terns
Ginseng
Small Whorled Pogonia
Ram's-head Lady's Slipper
Wading Birds
Eiders
Horsehoe Crab
Mountains
Mountain-laurel
Dogwood
Loug's Bitter Cress
Black Tern
Nodding Pogonia
Buffalo Berry
Spotted Wintergreen
Slender Cliff-Brake
Spicebush
Gaper Clam
Dwarf Tellina
Tourmaline
New Jersey Tea
Clammy Azalea
Prairie White Fringed Orchid
Katahdin Arctic Butterfly
Alpine Tundra Vascular Vegetation
Casco Bay Bedrock Geology
Atlantic White Cedar
Rose Quartz Crystals
Red Beard Sponge
Red Chenille Algae
Quahogs
Discordant Mussel
Bedrock Fossils
Cut-leaved Anemone
Northern Painted Cup
Smooth Top Shell
Small Round-leaved Orchis
Glaciomarine Deltas
Sand Beaches
Intertidal High Diversity Areas
Coastal York County Bedrock Localities
Yellow Nose Vole
Auricled Twayblade
Scarlet Oak

Sassafras
White Oak
Eskers
Petroglyphs
Brachiopods
Common Terns, Arctic Terns and Roseate Terns
Furbish's Lousewort
The *Astarte* spp.
Brittle Stars
Waterfalls
Old Growth Forests
Furbush Lousewart
Sub-Arctic Coastal Plants

Tupelo
Shagbark Hickory
Waterfalls
Coastal Peatlands
Priapulids
White Pine
Petroglyphs
Gorges
Old Growth White Oak
Old Growth Shagbark Hickory
Eskers
Jack Pine
The Great Heath
The Mahoosac Mountains

Bog Elfin
White Pine
Gorges
Maine's Peatlands
Whitewater Rapids
Coastal Raised Peatlands
Brachiopods
Priapulids
Whitewater
Arethusa

Telos Public Lot
Bigelow Mountain

Brochures:

Critical Areas Program
Least Terns
Black Terns
Nodding Pogonia
Orchids
Rhododendron
Waterfalls
Atlantic White Cedar

Alcids
Leach's Storm Petrel
Oysters
Mountain Laurel
Eider Docks
Intertidal Marine Invertebrates
Shagbark Hickory

Piping Plover
Horseshoe Crab
Sassafrass
Terns
Wading Birds
Gorges
Tupelo

*The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine,* a booklet.

**FINANCES, FISCAL YEAR 1983:** Expenditures amounted to $32,070 in FY 83 and are, by administrative decision, included with those of the State Planning Office.

# DEPARTMENT OF DEFENSE AND VETERANS SERVICES

### MAJOR GENERAL PAUL R. DAY, COMMISSIONER

*Central Office:* Camp Keyes, Augusta *Telephone:* 622-9331
*Mail Address:* Statehouse Sta. #33, Augusta, Maine 04333

*Established:* 1973 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 06; *Umbrella:* 15; *Unit:* 210; *Citation:* 37A M.R.S.A. Sect. 1

*Average Count-All Positions:* 131 State, 629 Federal
Legislative Count: 137 State, 629 Federal

*Organizational Units:*
- Military Bureau
- Bureau of Civil Emergency Preparedness
- Bureau of Veterans Services
- Maine Veterans Memorial Cemetery
- Interstate Civil Defense and Disaster Compact

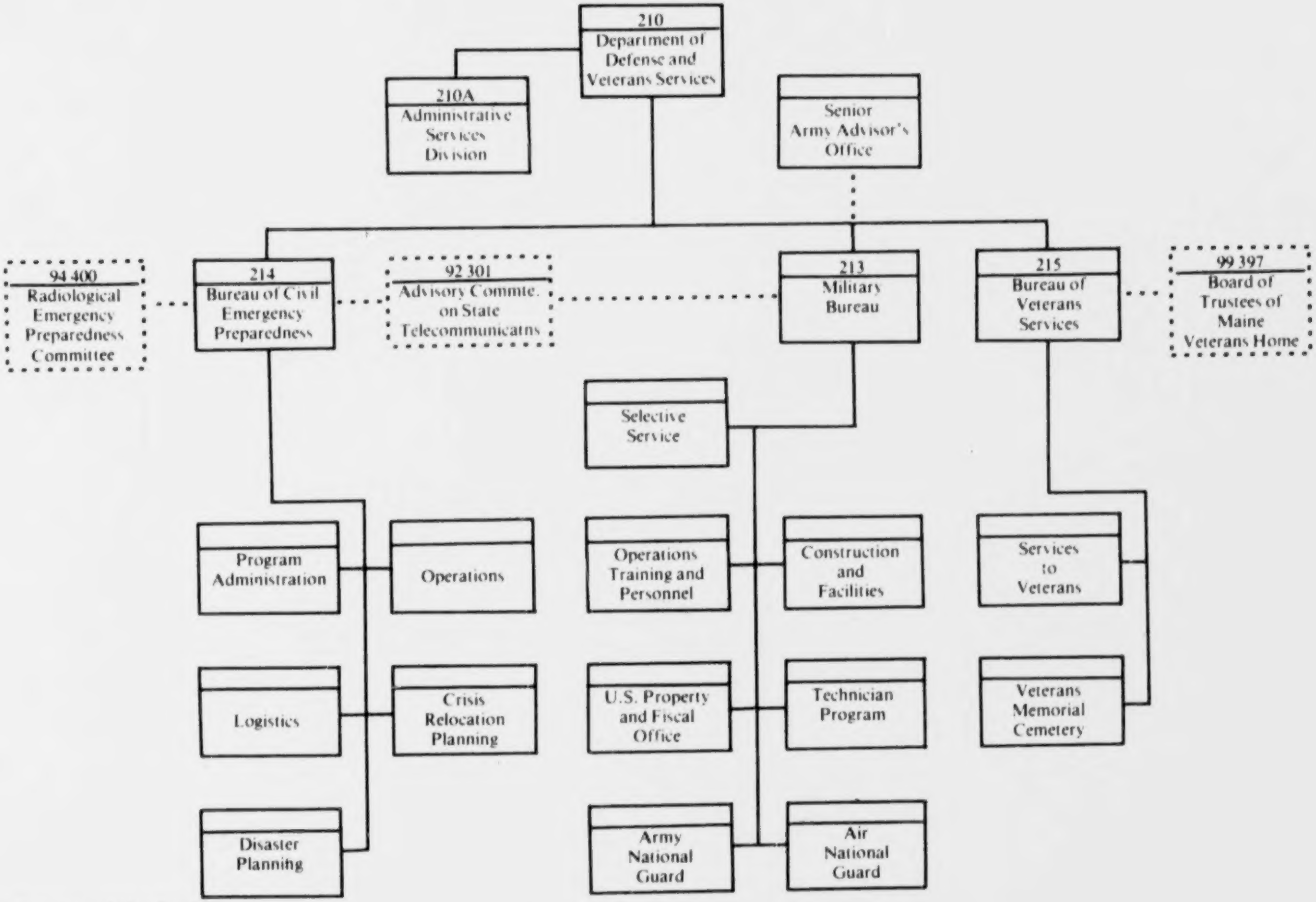
**PURPOSE:** The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

**ORGANIZATION:** The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness and assigned the Department its present name. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services.

**PROGRAM:** The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

# ORGANIZATIONAL CHART
# DEPARTMENT OF DEFENSE AND VETERANS SERVICES
## UMB 15


210
Department of Defense and Veterans Services
210A
Administrative Services Division
Senior Army Advisor's Office
94 400
Radiological Emergency Preparedness Committee
214
Bureau of Civil Emergency Preparedness
92 301
Advisory Commte. on State Telecommunicatns
213
Military Bureau
215
Bureau of Veterans Services
99 397
Board of Trustees of Maine Veterans Home
Selective Service
Program Administration
Operations
Operations Training and Personnel
Construction and Facilities
Services to Veterans
Logistics
Crisis Relocation Planning
U.S. Property and Fiscal Office
Technician Program
Veterans Memorial Cemetery
Disaster Planning
Army National Guard
Air National Guard

Approved by Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF DEFENSE AND VETERANS SERVICES

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,167,006 | 1,952,196 | | | 214,810 | |
| Health Benefits | 110,818 | 100,197 | | | 10,621 | |
| Retirement | 346,907 | 312,110 | | | 34,797 | |
| Other Fringe Benefits | 15,349 | 13,774 | | | 1,575 | |
| Other Contractual Service | 603,947 | 556,357 | | | 46,947 | 643 |
| Rents | 13,216 | 13,216 | | | | |
| Commodities | 474,544 | 465,429 | | | 9,115 | |
| Grants—Subsidies—Pensions | 790,065 | 463,287 | | | 326,778 | |
| Buildings and Improvement | 67,336 | 67,336 | | | | |
| Equipment | 198,047 | 87,788 | | | 108,299 | 1,960 |
| Transfers to Other Funds | 55,486 | | | | 55,486 | |
| **TOTAL EXPENDITURES** | 4,842,721 | 4,031,690 | | | 808,428 | 2,603 |

| **DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)** | **TOTAL FOR ALL FUNDS** | **General Fund** | **Special Revenue Funds** | **Highway Fund** | **Federal Funds** | **Misc. Funds** |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 104,474 | 103,831 | | | | 643 |
| Buildings and Improvement | 67,336 | 67,336 | | | | |
| Equipment | 1,960 | | | | | 1,960 |
| **TOTAL EXPENDITURES** | 173,770 | 171,167 | | | | 2,603 |

# ADMINISTRATIVE SERVICES DIVISION

## RAYMOND N. DUTIL, DIRECTOR

*Central Office:* State Office Bldg. Basement, Augusta *Telephone:* 622-9331
*Mail Address:* Statehouse Sta. #104, Augusta, Maine 04333

*Established:* 1973 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 06; *Umbrella:* 15; *Unit:* 210A; *Citation:* 37A M.R.S.A., Sect. 1

*Average Count—All Positions:* 8 *Legislative Count:* 8

**PURPOSE:** The Administrative Services Division provides for centralized control in planning, data processing, budgeting, accounting, purchasing authorization, auditing, personnel management, affirmative action, training, and other administrative resources necessary to the general operations of the Department's various major programs and activities.

**ORGANIZATION:** The Administrative Services Division was organized from a nucleus of the old Adjutant General's Department in 1973. Personnel were also drawn from the Bureaus of Veterans Services and Civil Defense (later Civil Emergency Preparedness) to round out the Division so that it could fulfill those functions described in its Purpose.

**PROGRAM:** In carrying out its staff function of assisting the Commissioner, Bureau Directors, and Program Managers in the various daily operations of the Agency, this Unit has continued its routine tasks of: preparing biennial budget requests, annual work programs, and financial and budget orders; initiating purchase requisitions and orders when appropriate; processing invoice and contract payments, including workers' compensation obligations; billing for Armory rentals, federal service contract, and other funds due the State; maintaining revenue and expenditure ledgers, accounts receivable, and real property/capital equipment inventory control records, and Armory Rental Log; processing personnel actions, including labor related activities; maintaining Agency Personnel and time records; providing training and orientation sessions for supervisory personnel, and new employees; conducting internal audit reviews and providing other administrative services as required. Additionally, staff members have reached the final stages of establishing workable parameters that will allow us to implement our data processing system designed to convert the major portion of our manual systems and to offer an information base to our Program managers that will assist them in their daily operational decision process and thereby enhance management effectiveness through a much higher degree of control by those delegated that responsibility.

**PUBLICATIONS:**

Departmental Affirmative Action Plan. (free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| ADMINISTRATIVE SERVICES DIVISION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 138,783 | 138,783 | | | | |
| Health Benefits | 6,031 | 6,031 | | | | |
| Retirement | 25,175 | 25,175 | | | | |
| Other Fringe Benefits | 824 | 824 | | | | |
| Other Contractual Service | 453 | 453 | | | | |
| Commodities | 151 | 151 | | | | |
| **TOTAL EXPENDITURES** | 171,417 | 171,417 | | | | |

# BUREAU OF CIVIL EMERGENCY PREPAREDNESS

## RICHARD D. DUTREMBLE, DIRECTOR

*Incoming WATS:* Emergency only 800-452-8735
*Central Office:* State Office Bldg., Augusta *Telephone:* 622-6201
*Mail Address:* Statehouse Sta. #72, Augusta, Maine 04333

*Established:* 1949 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 06; *Umbrella:* 15; *Unit:* 214; *Citation:* 37 M.R.S.A. Sect. 54

*Average Count-All Positions:* 18 *Legislative Count:* 10

*Organizational Units:*
Administrative Section
Communications Section
Disaster Assistance
Operations Section
Logistics Section
Interstate Civil Defense & Disaster Compact

**PURPOSE:** The Bureau of Civil Emergency Preparedness was established to assist and protect the civilian population against nuclear, man-made or natural disaster. It acts on behalf of the Governor to ensure that all necessary measures are taken to minimize loss of life and destruction or damage to property. The Bureau, through its organization at state, county, and local government levels, serves primarily as a coordinating agency by furnishing emergency operating centers and a multi-faceted communications system whereby all governmental agency representatives as well as volunteer agencies can collectively work to mitigate the effects of a disaster.

The Bureau also serves as the Governor's liaison with federal agencies, namely the Federal Emergency Management Agency (FEMA) which provides 50% funding for personnel, hardware and maintenance of the facilities necessary for the Civil Emergency Preparedness mechanism to function throughout the state.

FEMA combines all emergency agencies that are involved in preparation and mitigation of any type of disaster into one agency.

The Bureau is empowered to make or recind, after public hearings, reasonable rules and regulations necessary to carry out the Maine Civil Emergency Preparedness Act.

The Director of the Bureau is the State Coordinating Officer (SCO) subsequent to a major disaster declaration and also represents the State in the implementation of the Interstate Civil Defense Compact.

**ORGANIZATION:** The Bureau of Civil Emergency Preparedness was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. The 1972 amendment, retitled the Maine Civil Defense Act, caused the bureau to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated to the Department of Defense and Veterans Services. The Bureau is internally organized into several divisions based on functional responsibilities.

The primary responsibilities of the Bureau are to cope with emergencies resulting from nuclear warfare, natural or man-made disasters. The Bureau's ability to function effectively is dependent, to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel. Other relief organizations and state agencies are called upon as required.

The Interstate Civil Defense Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

**PROGRAM:** The Federal Emergency Management Agency's allocation of federal matching funds for fiscal year FY 82 for personnel and administrative services was $520,300. It covers the federal fiscal year of October 1, 1982 through September 30, 1983. The funds are distributed by the State CEP Headquarters based on Annual Submission Requests from 85 towns, 16 counties and the State Headquarters. This represents 50% of the funding and the other 50% is provided by local funding.

Maintenance and recurring costs is also funded 50% by the federal government and 50% by the local. The amount of federal allocation for this program is $45,500. These funds are used for maintaining the communication and warning systems set up throughout the state. In addition, the following programs are funded 100% by FEMA.

| | |
|---|---:|
| Nuclear Civil Protection Planning | $131,000 |
| Radiological Systems Maintenance | 49,000 |
| Disaster Planning | 25,000 |
| Radiological Defense Officer | 28,000 |
| Emergency Management Training | 15,000 |

All of the above programs are under a Comprehensive Cooperative Agreement between the Federal Emergency Management Agency and the State of Maine Civil Emergency Preparedness Bureau.

**Direction and Control.** Direction and control is maintained through the Bureau's Emergency Operations Center, located in the basement of the State Office Building, in Augusta. We have direct contact with the 16 counties by telephone, radio and teletype with the county headquarters acting as liaison to all the local towns. This enables the State Headquarters to furnish coordinated efforts during a time of emergency.

**Natural Disaster.** A winter storm seminar was held in three locations—Ellsworth, Rockland and Saco. These seminars were held on three separate dates in December and included elected and appointed community officials, volunteer organizations, state and federal government people including certain members of the House and Senate. Eight of the sixteen Maine counties were invited. Washington, Hancock, Waldo, Knox, Lincoln, Sagadahoc, Cumberland and York. The National Guard, the National Weather Service and the program director for the National Flood Insurance Program were speakers. These seminars were conducted in an effort to improve local community preparedness and explain federal and state response procedures to disasters.

The Federal Highway Administration conducted an emergency training exercise which focused on Emergency Highway Traffic System which would be implemented during disaster situations. Civil Emergency Preparedness worked on their role as coordinators of the simulated emergency response of state and federal agencies. Participants included State Police, Maine Aeronautics, National Guard, along with the Department of Transportation personnel from every division including state headquarters.

In March of 1983, Governor Joseph E. Brennan and Elbert Brown, Manager of the Eastern Field Office signed a Statement of Understanding. This statement is to provide for cooperation and coordination between the State of Maine, its agencies, counties and municipalities and the American Red Cross in carrying out their assigned responsibility in the event of a natural or man-made disaster.

**Nuclear Civil Protection.** This is a Federal Emergency Management Agency (FEMA) program instituted to provide the President, as well as State and local elected officials, with two protective options for the public in the event of nuclear attack: In-Place Shelter—protecting people at or near their homes and Crisis Relocation—the relocation of people who live in areas of potentially high risk from the direct effects of nuclear weapons to hosting areas of low risk. Crisis Relocation would be used in a time of increasing international tension and plans provide for the reception care and protection of the relocatees in the host area. Three planners, through a contract with FEMA, worked in this program.

In-Place Shelter planning was based on limited warning or a nuclear attack and designed to cover the relevant categories of threat. These categories include:

1. Direct weapons effects in the risk area — blast, heat, direct radiation.
2. Diminished weapons effects in fringe area — fire, light blast, radioactive fallout.
3. In-direct weapons effects in non-target low risk areas — radioactive fallout.

Basic In-Place Shelter plans were completed this year for Aroostook and Washington Counties including emergency public information brochures made camera ready for printing if needed. Initial In-Place Shelter planning was completed for Cumberland, Hancock, Knox, Lincoln, Penobscot, Piscataquis, Sagadahoc, and York counties.

Crisis Relocation Plans would be used during an increased readiness period if it was felt the situation could escalate to a nuclear attack. Plans to relocate people and related systems and capabilities from the Kittery and Bangor risk areas were developed and exercised with local government officials. They were determined to be feasible under the circumstances necessary for implementation of this type of contingency plan. This brings the total to five areas in this state with plans for relocation of the population completed.

Emergency public information instructions for the Kittery and Bangor areas were drafted, with final production work completed on the Limestone area material. Expansion and refinement of the Limestone risk area plan as a result of an exercise the preceding year was also completed.

**Population Protection.** The National Governor's Association has taken a position affirming the need for comprehensive emergency management, rather than individual plans for each potential hazard. As a result of this position and with the consent of Congress, the Federal Emergency Management Agency will initiate Population Protection planning, integrated comprehensive planning, nationally in Fiscal Year 1984.

The purpose of Population Protection is to initiate with the local government the development of the general multi-use (generic) response capability applicable to all hazards on a comprehensive basis which seeks to mitigate the effects of a hazard, to prepare for measures to be taken which will preserve life and minimize damage, to respond during emergencies and reduce the impact of the problem, and to establish a recovery system with finances and other resources in order to restore the community.

Comprehensive Emergency Management spans the full spectrum of preparedness for potential threats and enhances local government emergency management capabilities thru the identification of public and private resources, the efficient application of those resources in the most productive manner, and the use of resources from outside the community and its regular mutual aid systems, if needed.

Initial Population Protection work within the State of Maine will include updating the evaluation of hazards faced by the communities followed by the development of a plan to lessen the effects of the potential hazards, as well as improving the local capability during the emergency. This allows each community to prioritize specific needs in relation to the types of hazards it may confront, and allocates time and effort accordingly.

We have initiated the transition to integrated all hazard planning in Androscoggin County in lieu of nuclear attack planning in the Portland area. This involves assisting Androscoggin County CEP in the development of Comprehensive Emergency plans for the city of Lewiston, as well as other communities. Our expertise will be initially focused on developing evacuation and shelter functional annexes, providing a general multi-use response capability applicable to all hazard threats faced by the community.

**Emergency Communications** networks link the State Emergency Operations Center (EOC) with numerous public and private organizations. The CEP radio system provides two direction and control channels between the State EOC and each of the sixteen county EOC's, the Maine Yankee Emergency Operating Facility in Wiscasset, the Portsmouth Naval Shipyard at Kittery and the National Weather Service forecast office in Portland. Area coverage for the State EOC is accomplished through the use of three transmitters remotely controlled by means of a micro-wave radio relay system. The system also includes approximately one hundred mobile and portable radios for field communications.

The radio network is supplemented by a teletypewriter system that provides a printed copy capability at the State and County EOC's. This year the system has been expanded to include a terminal at the National Weather Service forecast office, Portland. Communications may be accomplished at the State EOC with most State of Maine agencies by use of installed radio-base stations or remote control consoles. National communications are accomplished with high frequency (short-wave) radio, radio teletype and land-line teletypewriter networks.

The Maine Emergency Broadcast System (EBS), consisting of almost every radio and television broadcast station within the State, may be utilized in connection with day-to-day emergency situations that may pose a threat to the safety of life and property.

A revised EBS Operations Plan is approved and promulgated throughout the state. The communications section provides for the maintenance, installation and development of various communications systems, reviews Emergency Communications Development Plans (ECDP) for the State, County and local levels and provides training and technical advice to CEP communications personnel throughout the state.

**National Warning System (NAWAS).** NAWAS is a Federal Emergency Management Agency (FEMA) dedicated nationwide party line telephone warning system operated on a 24 hour basis. It is utilized to provide a means of warning federal, military and civilian authorities, state and local officials, and the civilian population of an impending enemy or actual attack upon the United States. NAWAS is also used for emergencies related to peacetime nuclear incidents, railroad disasters, downed aircraft or impending natural disasters. Typical data disseminated this year was: severe thunderstorms, blizzard and special winter storm information/warnings. Additionally, the Bureau conducted semi-annual inspection, bi-weekly tests and monthly (checkerboard) exercises to ensure continued reliability of the system and to train operational personnel in system capabilities. The total number of terminals within the state is now 42.

**Plans.** Within the CEP community, state, county and local governments are required by Maine statute to develop and maintain a current Emergency Operations Plan (EOP) in the event a rapid response is required re natural, manmade or nuclear disaster. All of these plans, prior to approval, must be reviewed by the MECEP Plans and Training section to ensure that current federal planning criteria is addressed and that all known hazards have been noted. EOPs must be reviewed every four (4) years. Currently the Plans and Training section has over three hundred and seventy-five (375) EOPs on file. Included are dam failure contingency plans for several industries required by FERC, the State EOP, the Maine Radiological Incident Plan and other state and federal contingency plans.

During this reporting period, emergency exercises were conducted to test the adequacy of plans for Maine Yankee and Point Lepreau.

**Training.** The primary purpose of the Plans and Training section is to educate and train county/local government(s) in contingency planning and response in the event of known disasters and coordinate the attendance of state, county and local officials at various federal training facilities. During this reporting period numerous training functions in the form of seminars, exercises, public officials conferences, flood seminars, federal training activities and correspondence courses were completed by this section.

This section also administers the distribution of films from the Bureau's film library to schools, private organizations, and volunteer agencies.

**Radiological Planning.** In accordance with federal regulations Maine's radiological plan for Maine Yankee Nuclear Power Plant has been submitted to Federal Emergency Management Agency (FEMA), Washington, D.C. It is presently under review by the national staff. On December 11, 1982 the second annual Maine Yankee Exercise was conducted. Unfortunately, federal observers noted five discrepancies which required that state and utility personnel conduct a mini-exercise at a later date. A mini-exercise was conducted 1 June 1983. This exercise was determined to be satisfactory.

As a result of two complete radiological exercises Maine Yankee Atomic Power Company has been instrumental in funding additional mobile siren/public address systems, pocket pagers, and dedicated hot lines which provide instant communications between and among counties, and cities/towns within the Emergency Planning Zone (EPZ), Maine State Police, Maine Bureau of Civil Emergency Preparedness and Maine Yankee officials. These systems plus fixed sirens are tested on a regular basis.

In March 1983 this bureau published and promulgated a contingency plan for certain areas of Washington County. This plan was necessary because the Point Lepreau Nuclear Power Plant, New Brunswick, Canada is located approximately 27 miles from Eastport, Maine. Therefore, certain Maine residents could be affected via the ingestion pathway which is defined as an area about fifty (50) miles from a nuclear power plant. Prior to promulgation this plan was exercised by officials from Emergency Management Organization (EMO), New Brunswick, Canada and State of Maine Civil Defense officials. Information received from

United States Emergency Management officials indicates that this "cross border" planning and exercising was a "first" between the United States and Canada.

As a result of this legislative session the existing Radiological Planning Committee (REP) was increased by three (3) public members and all future meetings of this committee will be public with appropriate advance notices placed in the print media.

**Radiological Defense.** Radiological defense is an ongoing program of radiological education, equipment deployment and use. The program's goal is to educate citizens, volunteers (police, fire, rescue and CD) in the basic factors of nuclear radiation, radiation detection and radiation safety techniques. The radiation training provided applies both to war related as well as peacetime nuclear radiation situations. Annually state, county and local CEP personnel train and test approximately 400 citizens in these special techniques. A major and integral part of the radiological program is the Radiological Maintenance and Calibration Facility which repairs, calibrates and deploys kits of radiological instruments throughout Maine. This facility is 100% federally funded.

During this past year the position of a 100% federally funded Radiological Defense Officer was established for the purpose of enhancing and advancing radiological systems implementation, testing and evaluation.

All elements of radiological defense provide continuous support via education and radiation detection equipment to the Maine Yankee Nuclear Plant planning area communities.

**Public Information.** Public Information activities within this Bureau is accomplished on a collateral duty basis.

However, the Bureau does issue a Quarterly Newsletter and approximately 50 Public Service Announcements each fiscal year. These PSA's usually are in the form of public safety techniques associated with natural and manmade disasters.

**PUBLICATIONS:**

When You Return to a Storm Damaged Home
Winter Storms
What to Do in a Disaster
STANDBY—A Guide on How to be Ready for Emergencies
Q&A—National Flood Insurance Program
In Time of Emergency
Introduction to Civil Preparedness

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF CIVIL EMERGENCY PREPAREDNESS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 301,502 | 92,310 | | | 209,192 | |
| Health Benefits | 14,810 | 4,260 | | | 10,550 | |
| Retirement | 48,915 | 15,025 | | | 33,890 | |
| Other Fringe Benefits | 2,240 | 704 | | | 1,536 | |
| Other Contractual Services | 77,051 | 30,104 | | | 46,947 | |
| Rents | 1,795 | 1,795 | | | | |
| Commodities | 10,788 | 1,673 | | | 9,115 | |
| Grants—Subsidies—Pensions | 334,278 | 7,500 | | | 326,778 | |
| Equipment | 58,498 | 13,996 | | | 44,502 | |
| Transfers to Other Funds | 55,476 | | | | 55,476 | |
| **TOTAL EXPENDITURES** | 905,353 | 167,367 | | | 737,986 | |

# MILITARY BUREAU

## BRIGADIER GENERAL CHARLES S. REED, JR., DIRECTOR

*Central Office:* Camp Keyes, Augusta *Telephone:* 622-9331
*Mail Address:* Statehouse Sta. #33, Augusta, Maine 04333
*Established:* 1972 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 06; *Umbrella:* 15; *Unit:* 213; *Citation:* 37A M.R.S.A., Sect. 1
*Average Count-All Positions:* 86 State, 622 Federal *Legislative Count:* 92 State, 620 Federal
*Organizational Units:*
Maine Army National Guard
Maine Air National Guard

**PURPOSE:** The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-A, Chapter 15), to be known as the Maine State Guard.

**ORGANIZATION:** The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law was revised by the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, to direct the appointment of the Deputy Adjutant General as Director of the Bureau , thus freeing the Adjutant General to function solely as Commissioner to the Department.

The current organizational structure of the Maine Army and Air National Guard administered by the Bureau is as follows:

The Maine Army National Guard consists of State Headquarters, one engineer group headquarters, two engineer battalions — one combat and one combat heavy, an artillery battalion, a supply and service battalion, and a troop command.

The Maine Air National Guard consists of State Headquarters, an Air Refueling Wing Headquarters, an Air Refueling Group Headquarters, an Air Refueling Squadron, a Combat Support Group, a Consolidated Aircraft Maintenance Squadron, A Civil Engineering Flight, a USAF Clinic, a Mobility Flight, a Communications Flight/Support, an Electronic Installation Squadron, and a Combat Communications Squadron.

**PROGRAM:** During FY 83 the Maine National Guard maintained its strength at 105 percent of authorized.

There were no major call ups of National Guard units to state emergency duty during the Fiscal Year. All units satisfactorily completed training evaluations, Operational Readiness Inspections, and Inspector General Inspections.

Federal funding continued at a high level (over $25 million dollars) and represented over 93 percent of the Bureau's budget.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MILITARY BUREAU | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,274,689 | 1,269,071 | | | 5,618 | |
| Health Benefits | 70,650 | 70,579 | | | 71 | |
| Retirement | 201,073 | 200,166 | | | 907 | |
| Other Fringe Benefits | 8,707 | 8,668 | | | 39 | |
| Other Contractual Service | 364,037 | 364,037 | | | | |
| Commodities | 453,816 | 453,816 | | | | |
| Grants—Subsidies—Pensions | 103,226 | 103,226 | | | | |
| Equipment | 55,457 | 55,457 | | | | |
| Transfers to Other Funds | 10 | | | | 10 | |
| **TOTAL EXPENDITURES** | 2,531,665 | 2,525,020 | | | 6,645 | |

# BUREAU OF VETERAN'S SERVICES

## EMILIEN A. LEVESQUE, DIRECTOR

*State Office:* Camp Keyes, Augusta *Telephone:* 622-9331, ext. 4292
*Mail Address:* Statehouse Sta. #33, Augusta, Maine 04333

*Established:* 1947 *Sunset Review Required by:* June 27, 1984

*Reference: Policy Area:* 06; *Umbrella:* 15; *Unit:* 215; *Citation:* 37A M.S.R.A. Sect 11

*Average Count—All Positions:* 28 *Legislative Count:* 28

*Organizational Units:*
Field Offices (7)
Itinerant Offices (16)
Maine Veterans Memorial Cemetery
Claims Office

**PURPOSE:** The Bureau of Veteran's Services was established to provide services to Maine Veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid, financial aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of local offices, assists veterans and their dependents in claiming and obtaining the various State and Federal benefits to which they are entitled in connection with service in the Armed Forces of the United States. The Bureau also administers a program of emergency financial aid to needy veterans and to needy dependents of incapacitated or deceased veterans; awards educational benefits to children, spouses or widows/widowers of veterans who died or became 100% permanently and totally disabled because of service in the U.S. Armed Forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps and maintains records of Military service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans discharged under honorable conditions and to eligible members of their immediate family.

**ORGANIZATION:** The Bureau of Veteran's Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a state office and seven local offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

The Maine Veterans Small Business Loan Authority Board, established in 1973, is associated with the Bureau primarily through the Director of Veterans Services, who serves as a member of the Board and appoints its manager with approval of the Board.

By virtue of his position as Director of the Bureau of Veterans Services, he serves as ex-officio member on the Maine Veterans Nursing Home, Board of Trustees. Presently elected as Secretary of the Board.

**PROGRAM:** Veterans Services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

**Claims Service.** During the fiscal year, 807 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's seven local offices and channeled to the Bureau claims office at the Veterans Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of action by the V.A., or appeals on disputed cases were filed. The Bureau as a whole currently represents 19,213 claimants and had 66,051 contacts by veterans or dependents on veterans affairs. $3,727,880.68 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau.

**Financial Aid.** During the year, 386 grants of emergency financial aid (World War Assistance) were made to families of Maine veterans who had either died or become totally incapacitated from performing any type of employment. The 386 grants consisted of 2,040 dependents and 46 single veterans.

**Veterans Dependents Educational Benefits.** Under this program up to $300 per year towards the costs of higher education and free tuition in State-supported institution of higher education may be awarded to children, spouses or widows/widowers of veterans who become 100% permanently and totally disabled or died as a result of service in the Armed Forces of the United States. New applicants who are awarded benefits after 6/30/80 receive either full tuition in any state supported institution or if attending a non-state supported institution of higher learning a maximum of $300 per year is payable.

276 persons received benefits during the year as follows: 215 attended State-Supported Colleges, 29 attended Private Colleges In-State and 32 attended Private Colleges Out-of-State.

**Certification of Eligibility for Small Business Loan Guarantees.** The Bureau certified 181 veterans as eligible for guaranty of loans by the Maine Veterans Small Business Loan Authority Board. The Board actually guarantees approved business loans up to 80% on amounts up to $30,000 under the Veterans Small Business Loan program and up to 80% on amounts up to $30,000 under the Small Business Loan program.

**Records of Military Service.** The Bureau maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 355,000 such records are now on file in the Bureau.

**Maine Veterans Memorial Cemetery.** During the year 355 burials were made, of which 279 persons were veterans, 74 were spouses and 2 were dependent children and at the end of the year, 3,637 persons were buried in the cemetery. 231 reservations for burial were made by surviving veterans or widows/widowers and at the end of the year there were 2,089 reservations for future burial on file.

**LICENSES, PERMITS, ETC.:**

Certificate of Eligibility for Veteran Small Business Loan Guaranty Benefits.

The Bureau issues a Certificate of eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veterans Small Business Loan Authority.

**PUBLICATIONS:** (All free)

Maine Veterans Laws, 1979 Edition.
Informational Pamphlet on World War Assistance.
Maine Veterans Memorial Cemetery (Brochure).

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF VETERAN'S SERVICES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 452,032 | 452,032 | | | | |
| Health Benefits | 19,327 | 19,327 | | | | |
| Retirement | 71,744 | 71,744 | | | | |
| Other Fringe Benefits | 3,578 | 3,578 | | | | |
| Other Contractual Service | 57,932 | 57,932 | | | | |
| Rents | 11,421 | 11,421 | | | | |
| Commodities | 9,789 | 9,789 | | | | |
| Grants—Subsidies—Pensions | 352,561 | 352,561 | | | | |
| Equipment | 82,132 | 18,335 | | | 63,797 | |
| **TOTAL EXPENDITURES** | 1,060,516 | 996,719 | | | 63,797 | |

# ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

### RODNEY L. SCRIBNER, COMMISSIONER, DEPARTMENT OF FINANCE AND ADMINISTRATION

*Central Office:* State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
*Mail Address:* Statehouse Sta. #78, Augusta, Maine 04333

*Established:* 1973 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 92; *Unit:* 311; *Citation:* 5 M.R.S.A., Sect. 884

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** Administration of the deferred compensation program within State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance and Administration. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and to advise the Department on matters of policy.

**ORGANIZATION:** The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance and Administration as Chairman, the Insurance Superintendent and the Superintendent of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

**PROGRAM:** In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance and Administration conducted open enrollment on a monthly basis.

**PUBLICATIONS:** *Maine State Deferred Compensation Plan* (controlled distribution to new State employees).

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# MAINE DEVELOPMENT FOUNDATION

**RUSSELL W. BRACE, CHAIRMAN**
**NATHANIEL H. BOWDITCH, President**

*Central Office:* One Memorial Circle, Augusta *Telephone:* 622-6345
*Mail Address:* One Memorial Circle, Augusta, Maine 04333
*Established:* 1977 *Sunset Review Required by:* June 30, 1985
*Reference: Policy Area:* 01; *Umbrella:* 99; *Unit:* 399; *Citation:* 10 M.R.S.A. Sect 916
*Average Count—All Positions:* 8 *Legislative Count:* 0

**PURPOSE:** As specified in its enabling legislation, the purpose of the Maine Development Foundation is: "to foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activites of the private sector, community and regional agencies and State government."

The Maine Development Foundation is a private, not-for-profit state-wide development corporation, supported financially by both private and public sources of funds, and operated under the direction of a Board of Directors drawing upon the leadership of the business, government, and education sectors. It was formed and is operated on the premise that an effective, goal-oriented partnership between private and public forces is an essential ingredient in successful economic development. In the pursuit of its mission, the Foundation stresses:

CONCENTRATED ACTION—As a development corporation, the Foundation allocates most of its energies and resources to a few activities and concentrates on results, "making things happen."

BROAD PERSPECTIVE—While focusing its resources, the Foundation operates with a state-wide perspective and sense of responsibility for advocating policies and actions generally supportive of business and economic development.

PARTNERSHIP—The Foundation mobilizes private and public resources and seeks to accomplish its objectives through a helping relationship with private interests, communities, and State, regional, and local development organizations.

CONTINUITY—The Foundation seeks to bring continuity to the economic development effort in Maine.

The Foundation commits its resources to activities where two criteria are met:

1. The objective(s) can be reached; economic development and business growth can happen or the environment for such growth will be enhanced.
2. The Maine Development Foundation can make a contribution not readily available from some other source.

**ORGANIZATION:** Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

The Foundation has the powers of a private corporation, which allows the board of directors the freedom to establish and change the activities of the Foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the Foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the corporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation have encouraged the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b) appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the Foundation. Minimum contributions are $50/year for public corporators and $250/year for private corporators. Therefore, any individual or organization in Maine interested in economic development can help share the activities of the Foundation.

**PROGRAM:** The Foundation's Board of Directors is guided by the philosophy that beyond encouraging a partnership approach, the Maine Development Foundation seeks to bring continuity to the economic development effort in Maine (by virtue of its independence, corporate character, and close ties with the private sector) and has adopted the following goals and objectives for 1983:

**Goals.** To focus on results and making things happen; to enhance the growing partnership between the private and public sectors, and among state, regional and local development organizations, which is essential to success in the field of economic development; and to strengthen the Foundation as a major development institution in Maine by building a professional staff and a more permanent diversified financial base.

**Objectives.** There are four major objective areas.

*Industrial Development:* Undertake focused activities to attract expanding quality companies to include a Maine location in their expansion plans and to enhance the expansion potential of existing Maine companies.

*Development Projects:* Identify key development opportunities in Maine and get actively involved in a supportive way when the Foundation's involvement will facilitate the advancement of those opportunities.

*Environment for Economic Development:* With extensive input from corporators and other parties, compile factual information and analyze objectively issues which affect the prospect of sound economic development in Maine either positively or negatively; work toward enhancing our strengths and reducing the obstacles.

*Development Services:* Provide specific economic development services to individual entrepreneurs, business, and municipalities concentrating on situations where the Foundation's character and/or experience is of special significance.

Catalyze the establishment of an integrated export development effort drawing on the capabilities and interests of a wide cross-section of Maine companies.

**PUBLICATIONS:** (All free)

*Annual Report,* The Maine Development Foundation
Brochure—Synopsis of the Maine Development Foundation
Newsletters—Put out by the Foundation to its corporators periodically
Brochure—Basic Facts About the SBA 503 Program

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE DEVELOPMENT FOUNDATION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Grants—Subsidies—Pensions | 173,025 | 173,025 | | | | |
| **TOTAL EXPENDITURES** | 173,025 | 173,025 | | | | |

# STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

**JOSEPHINE S. EMANUELSON, CHAIRPERSON**
**PETER R. STOWELL, EXECUTIVE DIRECTOR**

*Central Office:* Room 411, State Office Bldg., Augusta *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333
*Established:* October 1, 1974 *Sunset Review Required by:* June 30, 1983
*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 050; *Citation:* 34 M.R.S.A., Sect. 13
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The primary purpose of the State Planning and Advisory Council on Developmental Disabilities is to improve and enhance the network of services available to developmentally disabled persons of all ages in Maine. The Council further serves as an advocate for persons with developmental disabilities by providing a public forum to offer consumers, parents and family members the opportunity to meet with state agency representatives and other providers to address the needs and concerns of developmentally disabled persons.

**ORGANIZATION:** The Maine State Planning and Advisory Council on Developmental Disabilities was established in 1971 by an Executive Order and by statute in 1981. The Council consists of twenty-five members appointed by the Governor or serving by virtue of their office in a state agency. Gubernatorial appointees are developmentally disabled persons, parents or other family members, and representatives of non-state provider agencies. The membership reflects a regional distribution across the state, as well as an attempt to equitably represent the various disabilities associated with the target population.

The Council is staffed by an Executive Director, a DD Planner, a Consumer Education Coordinator and a Secretary. In addition, planning, administrative and clerical support is provided as needed. Other sources of manpower, such as consultants, special projects, etc. are utilized as needed. Sub-committees assist the Council in determining its annual activities. The Legislative Sub-committee is responsible for reviewing legislation relating to developmentally disabled persons and for formulating the Council's support of legislation. The Plan Development Sub-committee oversees the development of the State Plan. The Public Information Sub-committee is responsible for designing a multi-media awareness program which calls attention to the special service needs of developmentally disabled persons. The Evaluation Sub-committee participates with the Department of Mental Health and Mental Retardation in determining the effectiveness of grants awarded to service providers.

**PROGRAM:** The following progress was attained as the Council addressed the objectives outlined in its plan. Child Development and Community Alternatives are the two priority service areas addressed by the Council in its current three-year plan for meeting the needs of and services for DD Persons. Major activities addressed within the area of Child Development are:

1. Prevention of mental retardation and other developmental disabilities;
2. Early intervention into identified incidences of developmental disabilities;
3. Training and counseling for parents of handicapped children.

Major activities addressed within the area of Community Alternatives are:

1. Development of respite care services;
2. Mental health needs of deaf persons;
3. Training and other support for services to autistic persons; and
4. Further study of the needs of the 15-20 year old handicapped, special education population.

As part of the overall plan, the Council has conducted a significant public information effort, including public service messages for the media, a periodic newsletter, a School Awareness Program, a number of publications and a Consumer Education Program.

In FY 83 the Council, through the Department of Mental Health and Mental Retardation, granted funds to:

1. United Cerebral Palsy of Northeastern Maine (Bangor), Washington County Children's Program (Machias) and Coastal Child Care (Rockland) to develop parent-to-parent projects. These model projects would allow trained and caring parents to serve as peer counselors to other parents of handicapped children.
2. The Advocates for the Developmentally Disabled for statewide parent training in such topics as Parent Advocacy, Assertiveness, Communication Skills, and the Pupil Evaluation Team (PET) process.
3. Opportunity Housing, Inc., (Bangor) and Motivational Services, Inc., (Augusta) to develop model programs for the provision of respite care to handicapped people and their families.
4. Pine Tree Society for Crippled Children and Adults to increase income opportunities for developmentally disabled adults in sheltered workshops and other day activity programs. In conjunction with the Project Advisory Committee, Pine Tree provides technical assistance funds to aid workshops in developing marketable goods and services.
5. Washington County Children and Youth Board (Outreach Program) to support research, planning and development of a coordinated plan to meet the medical, social and developmental needs of 0-3 year old handicapped children. This project is being carried out in conjunction with the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC).
6. National Association of State Mental Retardation Program Directors to provide guidance in the development, preparation and submission of a Medicaid Waiver to allow reimbursement for Residential Training, Day Habilitation, Consultation, Case Management, Respite Care and Transportation Services for persons living in their own homes who are at-risk of being institutionalized.
7. A number of private non-profit provider agencies to provide such direct services as: Early Intervention for Handicapped Children, Coordination Services for Handicapped Children and Their Families, Advocacy Services for the Developmentally Disabled, and development of Residential Programs for Adults. These programs were given short-term continuation grants in 1982 to carry over their 1981 activities. This move followed the Council's change of focus from grants management to planning and development of services.

**PUBLICATIONS:**

A Primer on Special Education for Parents
A Free, Appropriate Public Education for Handicapped Children
D.D. Dispatch (newsletter)
Housing and Service Needs of the Developmentally Disabled.
Guidebook for the Development of Housing for the Disabled
Adult Education for the Handicapped
The Community Integration Manual
Insights—A Handbook for Parents of Children with Disabilities
Lupus Brochure
1983 D.D. Update: A Review for Decision-Makers

**FINANCES, FISCAL YEAR 1983:** 34 MRSA Sect 13 paragraph 2 provides that expenditures of this unit, which amounted to $259,797 in FY 83, shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display. The expenditure figure includes payments on grants awarded during the previous fiscal year.

# EASTERN STATES EXPOSITION ADVISORY BOARD

**AUSTIN H. WILKINS, CHAIRMAN**

*Central Office:* 3 Blaine Avenue, Augusta *Telephone:* 623-8127
*Mail Address:* 3 Blaine Avenue, Augusta, Maine 04330

*Established:* June 15, 1979 *Sunset Review:* Not Established

*Reference: Policy Area:* 01; *Umbrella:* 99; *Unit:* 430; *Citation:* 7 M.R.S.A., Sect 403

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PROGRAM:** The Eastern States Expo Advisory Board was created to assist and advise the Commissioner of Agriculture in the fulfillment of the department's responsibilities for the operation and maintenance of the State of Maine Building on the grounds of the Eastern States Exposition, West Springfield, Massachusetts.

**FINANCES, FISCAL YEAR 1983:** The unit is not authorized to receive or expend funds.

# EDUCATIONAL LEAVE ADVISORY BOARD

**DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL**

*Central Office:* State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
*Mail Address:* Statehouse Sta. #4, Augusta, Maine 04333

*Established:* 1973 *Sunset Termination Scheduled to Start by:* June 30, 1987

*Reference: Policy Area:* 02; *Umbrella:* 92; *Unit:* 284; *Citation:* 5 M.R.S.A., Sect. 723

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Educational Leave Advisory Board was established to review and authorize requests from classified and unclassified State employees for educational leave of more than one week; to establish procedures for applying, processing and granting of such educational leave; and to maintain an up-to-date register of employees and their terms of leave.

**ORGANIZATION:** The Educational Leave Advisory Board consists of three members; the Commissioner of Personnel as Chairman, the Commissioner (or a designee) of the Department of Educational and Cultural Services, and one State employee appointed by the Governor for a term of three years. Members of the board receive no compensation for their services.

**PROGRAM:** During FY 1983 the Advisory Board processed and approved thirteen requests for educational leave. Recipients were from six different State agencies, and were granted leaves as follows:

Four recipients were granted leave at full salary for three months or less. Two of these leaves were part-time and two were full-time.

One recipient was granted leave at half pay for an academic year.

One recipient was granted a three-year leave, partial salary for the first year of leave and no salary for the final two years.

Seven recipients were granted leave without pay. One of these recipients was granted full-time leave for one and one-half years, two were granted full-time leave for a year, two were granted full-time leave for one-half year and two were granted full-time leave for less than two months.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# POST-SECONDARY EDUCATION COMMISSION OF MAINE (PECOM)

**THOMAS O. WILLIAMS, CHAIRMAN**

*Central Office:* Education Bldg.; *Floor:* 2 *Telephone:* 289-2183
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333
*Established:* 1975 *Sunset Termination Scheduled to Start by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 94; *Unit:* 095; *Citation:* 20 M.R.S.A., Sect. 71

**PURPOSE:** The purpose of the Post-Secondary Education Commission of Maine, as established in the legislation, is to conduct comprehensive planning for post-secondary education in Maine, including planning in cooperation with the New England Board of Higher Education and other New England states; to assure the development, maintenance and accessibility of diversified post-secondary educational opportunities of high quality for Maine citizens; and to seek efficient use of limited resources through promotion of voluntary coordination and cooperation among institutions and educational sectors and through encouragement of efforts to avoid unnecessary duplication of institutions, programs and facilities. Such comprehensive planning shall take into consideration the educational, cultural, social and economic contributions to Maine of all of the post-secondary educational institutions in the State. It is the intent of the Legislature that such comprehensive planning shall lead to a cohesive system of post-secondary education involving all of the public, private non-profit and proprietary post-secondary educational institutions in the State.

**ORGANIZATION:** PECOM is comprised of 16 members drawn from the following groups:

Two members of PECOM shall be from the University of Maine, Board of Trustees. There is one position for a member of the State Board of Education, one position for a member of the Maine Delegation of the New England Board of Higher Education, one position for a member of the Board of Trustees of the Maine Maritime Academy. The Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services shall serve as ex officio members of PECOM. Three positions on PECOM are assigned to representatives of private nonprofit institutions of post-secondary education in Maine. Such representatives are appointed by a subcommittee of the Higher Education Council of Maine composed of private college members. This subcommittee is limited in its choice of representatives to members of the Higher Education Council of Maine, but also can consider administrative officers and members of the governing boards of any private nonprofit institution of post-secondary education. The terms of members are 4 years.

One position on PECOM shall be assigned to a representative of proprietary institutions of post-secondary education in Maine. This representative shall be a chief executive officer or member of the governing board of a federally recognized proprietary institution, as defined in section 1201 of the Higher Education Act of 1965, of post-secondary education and shall be appointed by the Governor for a 4-year term. There shall be no limitation on the number of terms a person may serve.

Four positions on PECOM are assigned to members of the general public in Maine. Such members shall not, at the time of appointment to or during any time of membership on PECOM, be employees of, or members of the governing body of, a public, private non-profit or proprietary institution of post-secondary education in Maine. Representatives of the general public in Maine shall be appointed to PECOM by the Governor for 4-year terms. The chairperson of PECOM shall be appointed by the members of the commission from among the 4 public members. Appointment of the chairperson shall be in accordance with procedures adopted by PECOM. The term of the chairperson shall be coterminous with that member's term on the commission. There shall be no limitation on the number of terms as chairperson an individual may serve, provided that such a person continues to be a member in good standing of PECOM.

All members of PECOM serve without pay, but are reimbursed for travel and other expenses incurred in the performance of their official duties. Furthermore, all members serve until their successors have been duly appointed and qualified. PECOM meets quarterly. However, meetings shall be held upon call of the chairman on 5 days written notice to the members.

**PROGRAM:** During the year the Commission pursued the implementation of recommendations contained in its report "Planning for the 80's: Post-Secondary Education and the Maine Economy". The major findings were endorsed by the Higher Education Council of Maine which offered to accept responsibility for their future implementation. The Commission recommended to the Education Committee of the Legislature that the offer of the Higher Education Council be accepted and that the full duties and responsibilities of PECOM be transferred to that organization.

**PUBLICATIONS:**

*Post-Secondary Education Commission of Maine*—Planning Proposal for Fiscal Year 1974, 1975, 1976, 1977, 1978, 1979, 1980—Free

Post-Secondary Educational Opportunities in Maine—1981-82—Free

State of Maine Student Financial Aid Guide to Post-Secondary Education—1981-82—Free

Planning for the 80's: Post-Secondary Education and the Maine Economy—1982—Free

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# EDUCATION COMMISSION OF THE STATES

**JAMES B. HUNT, JR, GOVERNOR OF N. CAROLINA, CHAIRMAN**
**State of Maine Contact: HAROLD RAYNOLDS, JR., Commissioner, Educational and Cultural Services**
**ROBERT ANDRINGRA, Executive Director**

*Telephone:* 303-861-4917
*Central Office:* ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203
*Mail Address:* ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203
or Statehouse Sta. #23, Augusta, Maine 04333

*Established:* 1966 *Sunset Review:* Not Established

*Reference: Policy Area:* 02; *Umbrella:* 98; *Unit:* 317; *Citation:* 20 M.R.S.A., Sect. 2903

*Average Count—All Positions:* 170 *Legislative Count:* 0

**PURPOSE:** Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by inter-state compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-five states, Puerto Rico and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

**ORGANIZATION:** The legislation of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states, and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 170 persons.

**PROGRAM:** ECS implements its program through its five departments. They are: Elementary and Secondary Education, Postsecondary Education, Research and Information, Communications, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention. The largest project is the National Assessment of Educational Progress.

**PUBLICATIONS:**

A Legislator's Guide to Collective Bargaining in Education.
A Legislator's Guide to the Year-Round School.
School Finance Reform: The Whys and Wherefores.
School Finance Reform: The Wherewithals.
The State-Level Property Tax: Implementation and Administration.
Newsletters: Legislative Review and ECS Bulletin.
Bimonthly magazine: Compact ($6/year).
Equal Rights for Women in Education: A Resource Handbook for Policy Makers ($2.50).
For information write: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Maine Education Council.

# DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

**HAROLD RAYNOLDS, JR., COMMISSIONER**
**RICHARD W. REDMOND, Deputy Commissioner**

*Central Office:* Education Building, Augusta *Telephone:* 289-2321
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333

*Established:* April 2, 1931 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 071; *Citation:* 20 M.R.S.A., Sect. 1

*Average Count—All Positions:* 895 *Legislative Count:* 940

*Organizational Units:*

- Administration
- State Board of Education
- Maine State Museum (Bureau)
- Maine Comm. on Arts and Humanities (Bureau)
- Maine Historic Preservation Commission
- Governor Baxter School for the Deaf
- Bureau of Vocational Education
- Bureau of School Management
- Bureau of Instruction
- Maine State Library (Bureau)

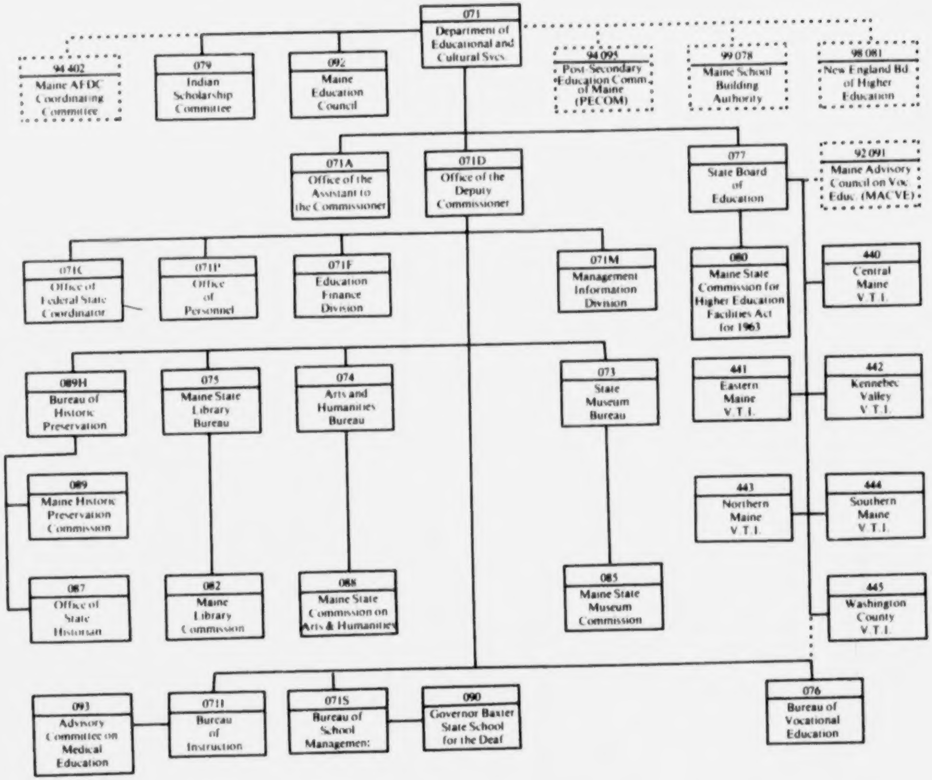
**PURPOSE:** The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor in the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Health, Education and Welfare in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel for service in any public school in the State or any school that accepts public funds.

**ORGANIZATION:** The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement

# ORGANIZATIONAL CHART
# DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES
## UMB 05


071 Department of Educational and Cultural Svcs
94 402 Maine AFDC Coordinating Committee
079 Indian Scholarship Committee
092 Maine Education Council
94 095 Post-Secondary Education Comm. of Maine (PECOM)
99 078 Maine School Building Authority
98 081 New England Bd of Higher Education
071A Office of the Assistant to the Commissioner
071D Office of the Deputy Commissioner
077 State Board of Education
92 091 Maine Advisory Council on Voc Educ. (MACVE)
071C Office of Federal State Coordinator
071P Office of Personnel
071F Education Finance Division
071M Management Information Division
080 Maine State Commission for Higher Education Facilities Act for 1963
440 Central Maine V.T.I.
441 Eastern Maine V.T.I.
442 Kennebec Valley V.T.I.
443 Northern Maine V.T.I.
444 Southern Maine V.T.I.
445 Washington County V.T.I.
089H Bureau of Historic Preservation
075 Maine State Library Bureau
074 Arts and Humanities Bureau
073 State Museum Bureau
089 Maine Historic Preservation Commission
087 Office of State Historian
082 Maine Library Commission
088 Maine State Commission on Arts & Humanities
085 Maine State Museum Commission
093 Advisory Committee on Medical Education
071I Bureau of Instruction
071S Bureau of School Management
090 Governor Baxter State School for the Deaf
076 Bureau of Vocational Education

Approved by the Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

| | **TOTAL FOR ALL FUNDS** | **General Fund** | **Special Revenue Funds** | **Highway Fund** | **Federal Funds** | **Misc. Funds** |
|---|---|---|---|---|---|---|
| Salaries and Wages | 17,620,823 | 12,849,210 | 1,091,926 | | 3,679,687 | |
| Health Benefits | 696,272 | 521,728 | 35,858 | | 138,686 | |
| Retirement | 2,774,424 | 2,051,934 | 185,915 | | 536,575 | |
| Other Fringe Benefits | 57,430 | 40,531 | 3,275 | | 13,624 | |
| Computer Services—Comm. | 271 | 193 | 32 | | 46 | |
| Computer Services—State | 131,364 | 59,923 | 200 | | 71,241 | |
| Other Contractual Service | 8,450,319 | 5,520,592 | 800,408 | | 1,794,151 | 335,168 |
| Rents | 203,645 | 141,116 | 44,844 | | 17,685 | |
| Commodities | 2,882,486 | 2,106,074 | 589,371 | | 175,622 | 11,419 |
| Grants—Subsidies—Pensions | 265,449,136 | 225,702,901 | 115,630 | | 37,893,180 | 1,737,425 |
| Purchases of Land | 766 | 766 | | | | |
| Buildings and Improvement | 2,636,052 | 23,953 | 44,859 | | | 2,567,240 |
| Equipment | 1,128,276 | 571,404 | 114,135 | | 290,057 | 152,680 |
| Interest—Debt Retirement | 877,510 | | | | | 877,510 |
| Transfers to Other Funds | 50,676,013 | 50,122,128 | 47,362 | | 506,013 | 510 |
| **TOTAL EXPENDITURES** | 353,584,787 | 299,712,453 | 3,073,815 | | 45,116,567 | 5,681,952 |

System. In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the commissioner was transferred from the board to the Governor with the advice and consent of the council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum (Bureau), Maine State Commission on Arts and Humanities, Maine State Library (Bureau) and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the commissioner's authority to form such bureaus as he deems necessary to carry out the functions of the Department.

As of January 1, 1977, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

**PROGRAM:** The Program of the Department is implemented through its component units.

**LICENSES, PERMITS, ETC.:**

Div. of Certification and Placement
  Certification:
    Teachers
    School Nurse
    Driver Education
    Library Media Specialist
    School Principal
    School Superintendent
    Counselor
    Vocational Instructor
    Substitute Teachers
    Director of Services for Exceptional Children

  - Special Teacher of Reading
  - School Psychologist
- Authorization
  - Auxiliary Personnel

**PUBLICATIONS:**

State Board of Education, *Teacher Education Policy Statement,* May 20, 1976

State Board of Education, *Maine Standards for Educational Personnel Preparation Programs,* July 8, 1976

Department of Educational and Cultural Services, *Professional Development Activities as Routes to Recertification,* March 11, 1976

Department of Educational and Cultural Services, *Request for Local In-Service Program Approval,* (application form and format for approval of in-service programming for recertification purposes)

State of Maine Laws Relating to Public Schools

Maine Insight

Maine Issues

Directory of Services, Division of Special Education, *Resources and Special Education Law, Regulations and Guidelines*

Department of Educational & Cultural Services, Bureau of Instruction:
- Student Financial Aid Guide to Post-Secondary Education—1978
- Maine Issues
- The Maine Indian Land Claims Case: Pro and Con
- Manual for School Nurses
- Metric Sequence—K-6
- Resource Guide in Basic Skills
- A Parent's Gift
- Right to Read 1978 Needs Assessment
- Right to Read Tabloid—1979
- Maine Assessment of Basic Skills—1978

*Laws, Regulations, and Guidelines*
- Je Veux Decouvrir
- The Bilingual Education Act
- Guidelines for the Conduct of Home Instruction Programs
- Procedures and Standards for Basic Approval of Schools—Public and Private
- Kindergarten Curriculum Guide
- Guidelines for the Management of Pupil Records
- Student Suspension and Expulsion
- Freedom of Access (Right to Know)
- Student Rights and Responsibilities
- Protection of Pupil Rights (Hatch Amendment)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 345,913 | 284,353 | | | 61,560 | |
| Health Benefits | 11,574 | 9,517 | | | 2,057 | |
| Retirement | 62,584 | 51,732 | | | 10,852 | |
| Other Fringe Benefits | 1,998 | 1,607 | | | 391 | |
| Other Contractual Service | 239,309 | 114,864 | | | 124,445 | |
| Rents | 4,226 | 1,404 | | | 2,822 | |
| Commodities | —2,118 | —4,119 | | | 2,001 | |
| Grants—Subsidies—Pensions | 64 | | | | 64 | |
| Transfers to Other Funds | 6,552 | | | | 6,552 | |
| **TOTAL EXPENDITURES** | 670,102 | 459,358 | | | 210,744 | |

# ARTS AND HUMANITIES BUREAU

**ALDEN C. WILSON, EXECUTIVE DIRECTOR**
**BARBARA S. EVANS, Office Manager**

*Central Office:* 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
*Mail Address:* Statehouse Sta. #25, Augusta, Maine 04333
*Established:* July 1, 1972 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 074; *Citation:* 27 M.R.S.A., Sect. 1B
*Average Count—All Positions:* 7 *Legislative Count:* 5

**PURPOSE:** The major purpose of the Arts and Humanities Bureau is to develop, expand and foster the growth of the arts on a statewide basis.

**ORGANIZATION:** The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. The Maine State Commission on Arts and Humanities appoints, with the approval of the commissioner, the executive director of the Arts and Humanities Bureau, who serves for an indefinite term. His/her compensation is set by the Governor.

**PROGRAM:**

**Institutional Support.** This category is designed to provide funding to established professional, cultural organizations such as museums, music organizations and community arts agencies and to non-cultural organizations which may carry out cultural programs, such as schools, libraries, colleges, civic or service groups, chambers of commerce, recreation departments, etc. Grants have been awarded for exhibitions, music and film series, art and craft workshops, staff support and deveopment, and arts programs with community impact or directed toward a special constituency never before reached by an arts event.

**Collections, Care, and Management.** This program provides Maine organizations with funds for the conservation and interpretation of important works of art and/or historic materials in their collections.

**Artists in Residence.** Funds are provided for residencies of professional artists in Maine schools and in alternative sites. The primary purpose of the program is to place professional working artists—visual artists, craftspeople, performing artists, poets, filmmakers, photographers, musicians—in settings which will help provide them with opportunities to work in schools and communities, and in working situations conducive to their continued artistic development. Residencies may be designed for a period of up to one year.

**Maine Touring Artists.** This program provides local sponsors of arts activities with lists of artists and performing groups willing to travel in the state to present performances, workshops, readings, and other services. Priority in funding is given to residencies of visual artists, crafts persons and media artists, for poets and writers readings, and residency series. The Maine Touring Program lists performing artists and groups in dance, music, puppetry and theater, as well as visual artists, media artists, and poets. All of the artists are Maine residents. All are experienced, trained professionals. Applications for this program are accepted throughout the year.

**Community Arts Councils Decentralized Grants.** This program is designed to stimulate the growth of the arts in communities and to provide an innovative approach to the development of a broader range of arts activities, as well as providing support for continuing programs of proven quality. Through this program, federal and state funds are allocated for redistribution, or regranting, to a limited number of strong, stable community arts councils, in selected geographic areas across the state. These regional centers for community arts development have the responsibility for the development of criteria and the actual selection process for funding programs and projects in their respective geographic areas. In addition, efforts are made to coordinate programming activities with local cultural groups; to assist organizations in planning project guidelines and in establishing priorities; and to provide sponsor assistance. The central purpose of decentralized funding is to develop and make possible greater interest and participation in the arts at the local level.

**Arts Services.** Created in 1980, the purpose of this program is to provide business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development. Funds from the program helped to support the Canadian Program, a pilot project funded by the National Endowment for the Arts from August 1981 to August 1982 to facilitate the exchange of artists and cultural resources between New England and the eastern Canadian provinces.

**Information.** This program, new in 1982, was established to extend the communication network of the Commission by serving as a clearinghouse for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

**PUBLICATIONS:**

*Calendar:* A monthly calendar of arts and cultural events.

*Arts Services Bulletin:* A summary of the important issues facing the arts in Maine, a quarterly publication.

*Maine Touring Artists Program* a booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

*Cultural Directory:* An index of cultural resources and organizations, republished approximately every two years.

*Guide to Grants and Services:* revised and republished on a yearly basis.

*It's Easy to be Crazy on Weekends:* an anthology of poetry written by Maine students as part of the Artist in Residence Program.

*Teacher's Guide:* an outline for teaching the writing of poetry, to be used in conjunction with the anthology.

*New England Touring Program*: A booklet listing performing arts attractions available to audiences in the six state region.

*New England Visual Arts Touring Program*: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

*Non-Profit Arts Industry in Maine*: A booklet based upon survey information dealing with the impact of the arts on Maine's economy.

All are available from the Commission at no cost.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| ARTS AND HUMANITIES BUREAU | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 104,201 | 92,152 | | | 12,049 | |
| Health Benefits | 3,878 | 3,382 | | | 496 | |
| Retirement | 17,710 | 15,806 | | | 1,904 | |
| Other Fringe Benefits | 585 | 537 | | | 48 | |
| Other Contractual Service | 92,365 | 20,212 | 9 | | 72,144 | |
| Rents | 669 | 668 | | | 1 | |
| Commodities | 1,883 | 914 | 11 | | 958 | |
| Grants—Subsidies—Pensions | 363,092 | 97,820 | | | 265,272 | |
| Transfers to Other Funds | 12,770 | | | | 12,770 | |
| **TOTAL EXPENDITURES** | 597,153 | 231,491 | 20 | | 365,642 | |

# MAINE STATE COMMISSION ON THE ARTS AND THE HUMANITIES

**JOHN SCARCELLI, CHAIRMAN**

*Central Office:* 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
*Mail Address:* Statehouse Sta. #25, Augusta, Maine 04333
*Established:* May 11, 1966 *Sunset Termination Scheduled to Start by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 088; *Citation:* 27 M.R.S.A., Sect. 401
*Average Count—All Positions:* 6; 5: State; 1: Federal *Legislative Count:* 5

**PURPOSE:** The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's culture resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies and pursuits and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the foregoing to meet the legitimate needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art, to file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission. The Commission is also responsible for monitoring the selection process of artwork commissioned under the Percent for Art Act (Art in Public Buildings).

**ORGANIZATION:** The Maine State Commission on the Arts and the Humanities consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

**PROGRAM:** The Commission appoints advisory panels to work in conjunction with the Arts and Humanities Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities.

The Institutional Support grant program, which utilizes a major portion of the Commission's federal program monies, accepts applications from non-profit organizations throughout Maine for projects in the arts and humanities. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. Other programs include touring artists; Artist in Residence; aid for development of crafts, film, dance, theatre, mime, music, visual arts; art conservation, and administration of the Percent for Art Program.

Special grants are awarded for projects that address that particular needs of the arts as defined by the Commission. These projects are developmental in nature and are funded by special grants from the National Endowment for the Arts and from funds reserved from the Commission's budget until they move from the developmental phase and are incorporated into the established programs of the Commission.

In addition, the Arts Services Program, created in 1980, provides business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development. Funds from the program helped to support the Canadian Program, a pilot project funded by the National Endowment for the Arts from August 1981 to August 1982 to facilitate the exchange of artists and cultural resources between New England and the eastern Canadian provinces.

The Information Program, new in 1982, was established to extend the communication network of the Commission by serving as a clearing house for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Arts and Humanities Bureau.

# OFFICE OF THE ASSISTANT TO THE COMMISSIONER

## VENDEAN VAFIADES, ASSISTANT TO THE COMMISSIONER

*Central Office:* Education Bldg., Augusta *Telephone:* 289-2321
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333
*Established:* 1971 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 071A; *Citation:* 20 M.R.S.A., Sect. 1B

**PURPOSE:** The primary responsibility of this office is to assist the Commissioner in carrying out the policy-making and administrative functions of the Department; to plan and supervise the affirmative action and educational equity responsibilities for the Department, Vocational Education Institutions, and local educational agencies; to supervise and guide the public information, printing, and mailing services provided by the Department; and to serve as a liaison with offices and organizations at the federal level regarding education and cultural concerns.

**ORGANIZATION:** The office was administratively created in 1971 and is statutorily authorized within the Commissioner's Office. The major purpose has been to assist the Commissioner in carrying out the policy-making and administrative functions of the Department with additional administrative functions assigned at the discretion of the Commissioner.

**PROGRAM:**

**Affirmative Action/Title IX/Section 504 Coordinator.** This unit supports the Affirmative Action responsibilities for the Department and conducted workshops during the year for all professional and support staff on the law, and assists individual divisions with developing goals and objectives in this area. Providing training, support, and legal advice to local education agencies on Title IX and 504 is the essential responsibility of this unit.

**Vocational Education Sex Equity Coordinator.** This unit coordinates sex equity activities at the secondary and postsecondary vocational schools across the state. Provision of legal and technical assistance, training, and meeting regulatory responsibilities are the basis of activities of this unit.

**Special Services/Public Information Unit.** This unit is responsible for the dissemination of information about public education in Maine to a statewide audience and is composed of a public information unit, duplication center and mail services. Implementation of the public information effort is through news releases, special publications, newsletters and compilations of Maine education laws.

**PUBLICATIONS:**
*Maine Insight* — free
*The Maine Sex Equity in Education Bulletin* — free
*Resource Catalog for a Non-Sexist Education* — free

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

# STATE BOARD OF EDUCATION

**JOYCE ROACH, CHAIRPERSON**
**GERALD TALBOT, Vice Chairman**

*Central Office:* Education Bldg., Augusta *Telephone:* 289-2321
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333
*Established:* August 6, 1949 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 077; *Citation:* 20 M.R.S.A., Sect. 51
*Average Count-All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public school to the State; to approve the formation of School Administrative Districts; to establish, maintain and operate State technical and vocational institutes and schools of practical nursing; to act upon applications for additions to and dissolution of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or are adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational personnel.

**ORGANIZATION:** The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished, along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

**PROGRAM:**At its July 1982 meeting, the State Board of Education granted a postponement for the establishment of a school lunch program in Millinocket schools until September 1, 1984. The Board accepted the report of the University of Maine at Farmington Program Review Team and granted approval status recommendations for four teacher education programs. In addition, the Board approved Implementation of a Licensed Practical Nurse (LPN) Program to Associate Degree in Nursing (ADN) Program at Northern Maine Vocational-Technical Institute. Approval was also granted to the proposed FY 1982 Concentrated Employment Training Act (CETA) Vocational Education Grant.

In August, the Board adopted the revised School Construction Flow Chart and a new Special Projects Program as part of its Construction Rules and Regulations. In other business, the Board authorized the Commissioner to begin Administrative Procedures Act process preliminary to the adoption of regulations relating to the Guaranteed Student Loan Program; amended the regulations pertaining to educational personnel certification; approved the reapportionment plan adopted by SAD 61; and instructed the Commissioner to issue a new Certificate of Organization to SAD 64.

In September, the Board approved the Addendum to the Eastern Cumberland-Sagadahoc County (Region 10) plan to provide direction to the Cooperative Board in pursuing further developments of the regional vocational program; approved continuation of Vocational Center programs at Lewiston and Dexter for five years; and authorized Eastern Maine Vocation-Technical Institute to offer a practical nursing program in Ellsworth for one year. The Board approved the request to award the Associate Degree in Applied Science in Nursing at Kennebec Valley Vocational-Technical Institute; received certification recommendations made by the Certification Advisory Committee; and authorized the Commissioner to commence Administrative Procedure Act process preliminary to the final adoption of rules relating to the degree granting authority for postsecondary institutions.

In October, the Board endorsed the concept set forth in the report and recommendations of the Maine Advisory Council on Foreign Languages and International Studies; approved for final adoption regulations relating to the Maine Guaranteed Student Loan Program with the exception of Section IV, Time Period Covered by the Loan, pending a review of that section. Also approved for final adoption were rules relating to the degree granting authority for postsecondary institutions and the offering of academic credit courses or programs within the boundaries of the State of Maine by out-of-state postsecondary institutions. The Board approved loan guarantees for students and parents who are eligible for loans under the Maine Guaranteed Parental Loan Program but are not residents of the State of Maine; and approved the Board-Lender Agreement for use by those lenders desiring to participate in the Maine Guaranteed Student Loan Program. The Board instructed the Commissioner to issue new Certificates of Organization to SAD 67, Lincoln, and SAD 53, Pittsfield, indicating the realignment of votes cast by each member of their respective Boards of Directors in accordance with the plans adopted by said Boards. In other action, the Board granted final approval to Chapter 113, Organizational Units Responsible for the Certification of Educational Professionals, removing references to the Certification Advisory Committee consistent with Title 20, Section 59; granted final approval to amendments in Chapter 114, Policy, Procedures, and Standards for the Review and Approval of Educational Personnel Preparation Programs; and granted final approval to Chapter 115, Credentials Review Standards for the Certification of Educational Professionals.

In November, the Board approved the Board-Lender Agreement for use by those lenders desiring to participate in the Maine Guaranteed Parental Loan Program; approved the continuation of the Biddeford Vocational Center programs for five years; and approved the submission of a vocational construction priority list to the Second Regular Session of the 110th Legislature. Also approved was the reapportionment plan adopted for SAD 2, Greenville. The Board made a finding of fact that SAD 21 (Howland) was not in compliance with the one person-one vote principle as prescribed by state statute.

At its December meeting, the Board approved Section 4 of the rules and regulations for the operation of the Maine Guaranteed Student Loan Program as recommended by Department staff; and approved membership of a visiting committee to make an on-site review at Husson College upon the college's request for authority to award the degree Bachelor of Science in Nursing (BSN). The Board also granted a waiver of the 90 day requirement for appropriating local leeway to the Eastport School Committee as permitted by Maine statute. The Board approved the certified funding level for FY 1982-83 for the Basic Education Allocation at $394,894,221; approved the certified funding level for FY 1982-83 for Adjustments and Local Leeway at $9,280,185, and voted to recommend that the Legislature establish Local Leeway at 1.0 mills/$140 per pupil for an additional appropriation of $1,148,710. The Board also voted to recommend additional funding at 1.1 mills/$135 per pupil for a total appropriation of $10,643,588.

In its January 1982 meeting, the Board voted to hire a consultant to assist in drafting a teacher certification policy; approved the request of the School for Lifelong Learning of the University of New Hampshire to offer two courses at Lake Region High School; approved amendments to the Vocational-Technical Institute Adult Education Fee and Wage Policy; and approved responses submitted by the Portland Vocational Center administration to the Methods of Administration report. The Commissioner was instructed to issue a new Certificate of Organization to SAD 4 (Guilford) indicating the realignment of votes cast by each Board member in accordance with the plan adopted by the Board of Directors. The Board approved the reapportionment plan adopted by the committee for SAD 31 (Howland); and made a finding of fact that SAD 52 (Turner) was not in compliance with the one person-one vote principle as set forth in Maine statute.

In February, the Board authorized the Commissioner, on the Board's behalf, to accept the anticipated $35,000 grant from the Federal Land and Water Conservation Fund to upgrade the athletic field at Southern Maine Vocational-Technical Institute; and voted to approve use of $50,000 from the Briggs Fund to complete a wastewater wing at Southern Maine Vocational-Technical Institute. The Board approved the plan of reapportionment as adopted by the reapportionment committee of SAD 52 (Turner); and voted to recommend to the Joint Legislative Committee on Education that Husson College be granted authority to award a Bachelor of Science Degree in Nursing (BSN). Also approved was the agreement with the Maine Teachers Association for faculty and instructors of the Vocational Technical Institutes, subject to ratification by the Governor and the Legislature. The Commissioner was directed to initiate procedures provided under the Public Laws of the State of Maine in the request of SAD 22 (Hampden) for a change in the vocational region cost sharing formula for Southern Penobscot Vocational Region 4.

In March, the Board accepted the report of the University of Maine at Fort Kent Review Team and granted five-year full approval of the Elementary Teacher Education Program (K-8, K-9, 6-9); adopted the proposed agreement with the Maine Teachers Association for administrators of the Vocational-Technical Institutes, subject to ratification by the Governor and Legislature; granted conditional approval for Dennistown Plantation to withdraw from SAD 12 and for the dissolution of SAD 2 (Greenville-Shirley). The Board adopted rules for application to VTI faculty and administrative bargaining units to govern absences during work actions and amended the Vocational-Technical Institute Student Code of Conduct in accordance with the request of the Disciplinary Committee Review Board. The Board directed the Commissioner to assess the impact of a plan to change the delivery of vocational education in Region 1 and report his findings to the Board. In other business, the Board approved the continuation of Region III Northern Penobscot County—Lincoln Vocational programs for a period of five years with the exception of the Agricultural Program housed in Lee; and approved the request from Southern Maine Vocational-Technical Institute to award the Associate Degree in Culinary Arts with an option as a dietary Technician.

The Board gave final approval for the dissolution of SAD 2 (Greenville-Shirley) at its April meeting. Final approval was also granted to Dennistown Plantation to withdraw from SAD 12. Approval was granted for a Foods Program to be offered at the Lewiston Regional Vocational-Technical Center and for the establishment of a Scholarship Fund at Central Maine Vocational-Technical Institutes by the Maine Antique Power Association, Inc. In other action, the Board voted to receive the Maine Advisory Council on Vocational Education's 1981 Twelfth Annual Report.

In May, the Board denied the request of SAD 22 for a change in the current method of sharing costs in Vocational Region 4; disapproved the request from the International University—College of Psychoanalysis to offer academic credit courses in Maine during the summer and fall of 1982; and approved the request of the School of Lifelong Learning of the University of New Hampshire to offer a course in Maine in a coordinated arrangement with the University of New England. The Board authorized a change for the New England Regional Student Program Policy to increase tuition rates at the Maine VTI's to 25 percent above instate rates for 1983-84. In other action, the Board disapproved Van Buren's plan to change the existing method of delivering vocational education in Region 1, Northern Aroostook County; and approved the Five-Year Plan and the 1981 Accountability Report for Vocational Education.

The Board approved the following proposals at its June meeting: approved the site of a proposed new school for SAD 44 (Bryant Pond and Woodstock); approved a reapportionment plan for SAD 49 (Fairfield, Albion, Benton and Clinton); approved Dennistown Plantation's vote to withdraw from SAD 12; and approved a proposal for the withdrawal of Bridgewater from SAD 42. In addition, the Board allowed a dissolution of SAD 2 and granted a four-year program approval to the Secondary Teacher Education program at the University of Maine at Farmington based upon the condition that the university prepare a progress report within two years. The Board received a program review team's recommendation to grant a conditional approval to the Secondary Teacher Education program at the University of Maine at Presque Isle.

**School Construction.** The Board approved a total of $18,987,500 in school construction projects during the past fiscal year. However, three projects with an estimated cost of $3,580,000 were not funded because they did not receive favorable local votes.

**LICENSES, PERMITS, ETC.:**

Permit:
- Out of State Correspondence Schools

Registration:
- Private Schools

Certification and Placement Section

Certification:
- Teachers
- School Nurse
- Driver Education
- School Librarian
- School Principal
- School Superintendent
- Counselor
- Vocational Instructor

**FINANCES, FISCAL YEAR 1983:** 20 MRSA, Section 54 provides that expenditures of this unit, shall be borne by the Department of Educational and Cultural Services and are, therefore, included in its financial display.

# MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

**HAROLD RAYNOLDS, JR., COMMISSIONER**
**FRED DOUGLAS, Director of Higher Education Services**

*Central Office:* Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2183
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333

*Established:* 1967 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 080; *Citation:* 20 M.R.S.A., Sect. 2720

*Average Count-All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, as well as to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities Act of 1963 administers many federal assistance programs for Maine post-secondary education institutions which include: Title VII of the Higher Education Act of 1965 - grants for construction, renovation, accessibility to the handicapped, and energy conservation.

**ORGANIZATION:** The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967. The Bureau of School Management, Division of Higher Education Services, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

**PROGRAM:** Financial Assistance to Construct or Remodel Facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY 83 no funds were actually appropriated and thus, no activity was conducted.

**FINANCES, FISCAL YEAR 1983:** No funds were available in FY 83.

# OFFICE OF FEDERAL-STATE COORDINATOR

## GREG SCOTT, FED/ST COORDINATOR

*Central Office:* Education Bldg., Augusta *Telephone:* 289-2321
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333

*Established:* 1980 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 071C; *Citation:* 20 M.R.S.A., Sect. 1B

**PURPOSE:** This unit is responsible for the Department's liaison with the U.S. Department of Education, the Maine Congressional Delegation, Council of Chief State School Officers, National Association of State Boards of Education and other national organizations and federal level departments. The unit oversees all legislative activity for the Department with the Legislature and the Governor's Office. The unit is responsible for Department coordination with state and educational associations and school administrative units. The unit also is responsible for planning, research and evaluation functions for the Department. The Department's Basic Skills Program is administered by this Office.

**ORGANIZATION:** This unit reports directly to the Office of the Deputy Commissioner. The federal liaison responsibility as well as that of planning, research and evaluation were added to the unit's responsibilities in August, 1980.

**PROGRAM:**

**Planning, Research & Evaluation Unit.** This unit provides planning, research and evaluation services to other units within the Department. The unit also is available to lend technical assistance to local educational agencies in these areas. The unit coordinator is responsible for the Maine Assessment and Planning for Schools Program, a basic competency curriculum project.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

# EDUCATION FINANCE DIVISION
## STANLEY R. SUMNER, DIRECTOR

*Central Office:* Education Bldg., Augusta *Telephone:* 289-3351
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333
*Established:* 1931 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 071F; *Citation:* 20 M.R.S.A., Sect. 1B

**PURPOSE:** The major purpose of the Division of Finance is to provide centralized control over the fiscal operations of the department. Fiscal operations include: budget preparation and monitoring, receipt and deposit of revenues, pre-audit of expenditures, control over equipment and supplies, fiscal analysis, reporting and auditing.

**ORGANIZATION:** There are three sections within this Division: Budget Control Section, the Accounting and Reporting Section and the Audit Section.

**PROGRAM:** The Division accomplishes its purpose with an organization and system designed to support the goals and objectives of the various programs of the department while applying sound fiscal management principles.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| EDUCATION FINANCE DIVISION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 203,491 | 203,491 | | | | |
| Health Benefits | 8,119 | 8,119 | | | | |
| Retirement | 33,145 | 33,145 | | | | |
| Other Fringe Benefits | 1,284 | 1,284 | | | | |
| Other Contractual Service | 21,981 | 21,981 | | | | |
| Rents | 1,810 | 1,810 | | | | |
| Commodities | —5,310 | —5,310 | | | | |
| Equipment | 227 | 227 | | | | |
| Transfers to Other Funds | 50,062,128 | 50,062,128 | | | | |
| **TOTAL EXPENDITURES** | 50,326,875 | 50,326,875 | | | | |

# GOVERNOR BAXTER SCHOOL FOR THE DEAF

**PAMELA TETLEY, ACTING SUPERINTENDENT**
**WILLIAM J. DUNNING, Business Manager**

*Central Office:* Mackworth Island, Falmouth *Telephone:* 781-3165
*Mail Address:* P.O. Box 799, Portland, Maine 04104—0799
*Established:* 1876 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 090; *Citation:* 20 M.R.S.A., Sect. 3122
*Average Count—All Positions:* 100 *Legislative Count:* 112

**PURPOSE:** The primary goal of the Governor Baxter School for the Deaf as stated in the Education Laws is to educate and instruct deaf children. Specifically, the School seeks to provide a comprehensive primary, elementary and secondary education program for approximately one hundred and ten deaf boys and girls, assisting them in developing communication skills in the area of speech, speechreading, fingerspelling, sign language, audition, and especially, reading and written language, and to provide a residential setting that is both wholesome and conducive to learning for the deaf children who cannot receive their education at home.

The Governor Baxter School for the Deaf was created for the education of children with severe hearing loss who are unable to receive their education in regular public schools.

**ORGANIZATION:** The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It was operated as a part of the Portland School System until 1897. At that time, the City of Portland deeded the land and buildings on Spring Street to the State of Maine and the School became known as the Maine School for the Deaf within the Department of Institutions.

Former Governor Percival P. Baxter donated Mackworth Island to the State of Maine in 1943. Later he was influenced by deaf persons to help find a new site for the school when it had outgrown its Spring Street location. In 1953 the Legislature granted funds for the construction of a new school and, along with funds donated by former Governor Baxter, the school was constructed on Mackworth Island.

When the Bureau of Institutions was dissolved, the school was placed in the Department of Mental Health and Corrections where it remained until transferred to the Department of Educational and Cultural Services.

**PROGRAM:** The Governor Baxter School for the Deaf is accredited by the Conference of Educational Administrators Serving the Deaf and Department of Educational and Cultural Services. It offers a comprehensive and diversified program. with the curriculum the same as that prescribed by the State for regular public schools. The nursery school, developed in conjunction with Northeast Hearing and Speech, provides a classroom for an integrated preschool program for seven hearing impaired and nine hearing children. The basic goals of this program are to provide parental education and participation in early social, emotional and educational growth and development of deaf children and their siblings. The elementary program provides for six classrooms with twenty-six children to teach basic elementary education, including math, science, reading, and social studies. The middle school provides for five classrooms with twenty-nine children. The basic aim of this program is to assist the children in the acquisition of the traditional learning skills and to prepare them for the higher levels of studies in the high school department. The high school department has seven classes of forty-three students. It offers a three track program: College preparatory, general and vocational studies, and special studies. Thirteen students were graduated in June of 1983. There are eleven severely multiply handicapped deaf students ranging in age from six to nineteen years for whom provisions are made for specialized programming throughout the school. One self-contained classroom for four of the adolescents is located in the high school area.

**Extended School Year.** A six-week extended school program is provided during the summer. This special maintenance program is limited to severely multiply handicapped students who meet the established State criteria for these services. Placement is made through the PET process.

**Special Services.** The vocational department provides for industrial training in graphic arts and woodworking, photography, driver education, typing and office practice, homemaking, independent living, work study and work experience programs, and career education.

In addition to an ongoing speech development program offered by regular classroom teachers of the deaf, students also receive specialized speech correction and therapy from a qualified therapist.

Students receive special instructions in diversified programs. In past years, the school had an artist-in-residence (fine arts-visual), a clown in residence, mime performances and instruction, drama and instruction, and electronic visual arts including film-making and television tape productions.

Complete audiological services are provided for each student beginning with initial testing and continuing throughout the student's stay at the school. Special equipment designed to improve each student's auditory abilities is provided and coordinated with audiological services.

Psychological, social work and psychiatric services are provided through evaluations of students, and counseling on individual and group basis. Families of students also receive counseling on request. Career education classes are jointly sponsored by the Mental Health Department and the Vocational Department for all high school students. The Mental Health Department also coordinates services for GBSD with the Bureau of Rehabilitation, and with the Department of Human Services/Child Protection Division.

Physical and occupational therapy services are provided by trained therapists.

In the fall of 1981, Governor Baxter School for the Deaf was awarded E.S.E.A. (Elementary and Secondary Education Act) Title VII grant to establish Project F.A.C.E.T. (Franco American Children's Education Team: A Bilingual/Bicultural Program for Franco American Hearing Impaired Students and their Families.) The purpose of the Project is to provide culturally responsive education to Franco American hearing impaired children and their families.

**Evaluation Team.** The GBSD Evaluation Team consists of a psychologist, speech pathologist, audiologist, physical therapist, occupational therapist, a rotating certified teacher of the deaf, a Franco American bilinqual consultant, a social worker and a consulting psychiatrist. The Team provides diagnostic services, upon referral, for students at GBSD and for hearing impaired students in the mainstream. Diagnostic evaluations are scheduled for one to five day periods. The Team meets with teachers and/or parents and LEA representatives to review and discuss findings and to develop recommendations for the PET process.

**Library.** The school library serves as a focal point for the entire school program. Media services are available for all teachers with captioned educational films, filmstrips, study guides and equipment for development of teacher-made materials. Each teacher has an overhead projector and automatic filmstrip projector. In addition, programmed learning materials are available for classroom use and use by children.

**Physical Education.** Throughout the year, comprehensive daily physical education is provided for every deaf child, preprimary through twelfth grade. Sports, interscholastic and intramural sports activities are carried from elementary through high school levels. Such carry-over sports as racquetball, tennis, volleyball, swimming, roller skating, ice skating, golf and bowling receive special emphasis.

**Infirmary.** An infirmary staffed by a registered nurse, a licensed practical nurse, and three nursing assistants, provides around-the-clock emergency service for all children. The basic goal is prevention. Children suspected of communicable illnesses are separated from their peers in the residence hall and are retained in the infirmary. A local physician is available for emergencies and performance of medical diagnosis and prescription services. A local dentist makes weekly visits and performs dental services at the school.

**Residency.** About one-half of the students reside at the school during the week. Others are day students who are transported daily from their homes. Most of the residential students go home for weekends. All go home for required vacation periods. For those months without a planned vacation additional weekend closings were scheduled. Local school districts provide transportation for day students and reimburse parents for homegoing transportation costs of residential students for allowable periods. Three residence halls employing twenty-two residential advisors provide care for the residential students. The residential program is closely aligned with and supportive of the academic program. Individual Living Plans (ILP's) are developed for each student, to assist in social, emotional and educational development. Residential advisors participate in PET meetings and function as aides in the classrooms.

A needs assessment of residential advisors was conducted prior to the school year which resulted in intensive CSPD training by GBSD staff and outside consultants in the areas of: Behavior management, sign language, and independent living. In addition, a course in Psycho-Social Aspects of Deafness and other Disabilities was offered by the Gallaudet College Extension Service to twenty staff members and other professionals.

**Pupil Evaluation Teams (PET).** GBSD is responsible for arranging and implementing the PET process as a result of meetings held with the LEAs in the spring of 1982 and 1983. A minimum of one PET meeting has been conducted for each student enrolled at GBSD for 1982-83 school year. The PET process focuses on representation and active participation of parents, treachers, LEAs and all allied special services such as Vocational Rehabilitation, Division of Eye Car, occupational therapy, physical therapy, mental health, Bureau of Mental Retardation, etc., who can assist in appropriate student placement, programming and the development of the Individual Education Plan (IEP). GBSD maintains follow-up to implement all recommendations made at the PET meetings. A workshop for the development of IEPs was conducted in the spring of 1982. IEPs were developed and are available in each of the student files. A new IEP format has been developed and reviewed by the faculty, support services, and residential program for implementation in the fall of 1983.

**Committees.** Students' Rights and Responsibilities. Developed handbook which clearly delineates school policies regarding student rights, responsibilities, and which outlines consequences of violations of expected behaviors. Independent Living Task Force. Explored issues related to independent living and made broad as well as specific recommendations to GBSD administration. Also, provided the catalyst for GBSD independent living program for seniors. Criteria for Residential Placement. Explored purpose of residential department, and issues related to residential placement including distance from home and social/emotional factors, weekend closings, transportation, etc. Drug Prevention and Education. Explored issues relating to drug education and prevention, brought in speakers, and selected a "core team" to participate in a two-year program in cooperation with DECS' Unit for Alcohol and Drug Education. Comprehensive System of Personnel Development. Representing all GBSD departments, the committee received training from the State CSPD team, conducted a school-wide initial needs assessment, and prioritized the needs of the school as reflected in the needs assessment.

Mainstreaming. Increased opportunity has been provided for GBSD students to integrate into the hearing world. Several cultural programs were sponsored by the Soule School, in Freeport, and GBSD. Twelve drama workshops were held alternately at each school. (Hearing youngsters and the hearing impaired youngsters had ample challenge to test their communicative skills.) Twenty-two youngsters, in 1982-83, have participated in a partial mainstream setting. Surrounding community schools, PRVTC, Deering, McAuley, Portland, South Portland, Westbrook and Falmouth, shared academic and vocational programs for hearing impaired, deaf students at GBSD. This year, Falmouth High School reverse mainstreamed an art student into GBSD art program. An innovative pilot program was initiated with the Falmouth School System. GBSD partially mainstreamed twelve students from elementary through high school. These students represented many different local educational agencies. Support services were provided by the professional staff of GBSD. Services included: 1. Teacher of the deaf weekly monitors; 2. Weekly sign language classes for hearing students; 3. Weekly in-service (sign language classes) to the teaching faculty and staff of the Falmouth School System; 4. Peer-counseling for the students who participated.

**Family Learning Vacation.** A seven-day program of informal educational activities for families with hearing impaired children was held at GBSD from June 12 through June 19. Eight families participated in the program. Classes were held for parents with emphasis on the implication of deafness in the learning process. Twenty-eight hearing siblings participated in a recreational program and hearing impaired youngsters were involved with classes rich in language and speech activities. Information was made available to parents that sensitized them to dealing effectively with behavior problems, the use of communication systems and the deaf community.

**LICENSES, PERMITS, ETC.:**

High School Diplomas. (The school is approved by the State of Maine and the Council on Education for the Deaf.)

**PUBLICATIONS:**
"NEWS" published five times a year (October, December, February, April and June). (Free) School magazine giving pertinent information regarding the School, and in the area of education of the deaf.

Information Brochures—free.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| GOVERNOR BAXTER SCHOOL FOR THE DEAF | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,480,221 | 1,405,981 | | | 74,240 | |
| Health Benefits | 55,069 | 52,784 | | | 2,285 | |
| Retirement | 252,655 | 240,672 | | | 11,983 | |
| Other Fringe Benefits | 5,575 | 5,388 | | | 187 | |
| Other Contractual Service | 183,276 | 112,511 | | | 70,765 | |
| Rents | 262 | 262 | | | | |
| Commodities | 104,304 | 83,855 | | | 20,449 | |
| Grants—Subsidies—Pensions | 35,717 | 35,938 | | | —221 | |
| Equipment | 9,686 | 9,686 | | | | |
| Transfers to Other Funds | 2,258 | | | | 2,258 | |
| **TOTAL EXPENDITURES** | 2,129,023 | 1,947,077 | | | 181,946 | |

# (OFFICE OF) STATE HISTORIAN

## ROBERT M. YORK, STATE HISTORIAN

*Central Office:* RFD#1, Orrs Island 04066 *Telephone:* 833-2861
*Mail Address:* Statehouse Sta. #65, Augusta, Maine 04333
*Established:* March 20, 1907 *Sunset Termination Scheduled to Start by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 087; *Citation:* 27 M.R.S.A., Sect. 261
*Average Count—All Positions:* 1 *Legislative Count:* 0

**PROGRAM:** The State Historian's activities were cast in the usual mode of answering inquiries, visiting historical societies and speaking on Maine to various cultural, literary, service and historical organizations, again ranging from Lions, Rotary, and Kiwanis Clubs through after-dinner speeches on Maine to annual banquts, to guided tours in Portland, Brunswick, Bath, Kittery and York, to lecture (September and February) to State Policy Academy, and lectures to the Bethel and Woolwich Historical Societies. Especially noteworthy was the Sweetser lecture to the York Institute in Saco, and coordination and speaking to the "Maine At Statehood" Project in Portland, for the Department of Educational and Cultural Services. He also worked with television programs on the Grange, Forest History and Colonial Maine. He was master of ceremonies and speaker at the dedication of the Tower & Eagle at Wilton Academy in Wilton. He worked with a New York producer on a film on Sarah Orne Jewett's *Country of the Pointed Firs.* And he continued to be active in the Maine Historical Society, the Pejepscot and other local societies, the Maine League (trustee) and the American Association for State and Local History (Maine Chairman of Awards Committee).

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| (OFFICE OF) STATE HISTORIAN | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 616 | 616 | | | | |
| **TOTAL EXPENDITURES** | 616 | 616 | | | | |

# MAINE HISTORIC PRESERVATION COMMISSION

**EUGENE S. ASHTON, CHAIRMAN**
**EARLE G. SHETTLEWORTH, JR., Executive Director**

*Central Office:* 55 Capitol St., Augusta; *Floor:* 1 *Telephone:* 289-2133
*Mail Address:* Statehouse Sta. #65, Augusta, Maine 04333
*Established:* 1971 *Sunset Termination Scheduled to Start by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 089; *Citation:* 27 M.R.S.A., Sect. 501
*Average Count—All Positions:* 7 *Legislative Count:* 7

**PURPOSE:** The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% federal matching grants available under the provisions of the National Historic Preservation Act of 1966 for the acquisition and restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

**ORGANIZATION:** The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department.

The Maine Historic Preservation Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, and Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect. In making these appointments, due consideration must be given to the recommendations made by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

**PROGRAM:** During FY 83, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 36 individual sites and 4 historic districts. The Commission sponsored nine prehistoric archaeological surveys, nine historic archaeological surveys, nine architectural inventories of Maine communities, and five special projects.

The Historic Preservation provision of the Economic Recovery Tax Act Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

**Federal Grants.** The Commission, during FY 83, awarded the following grant monies on a matching basis to private organizations, municipalities, and State agencies for the identification of historic sites and structures:

| | |
|---|---|
| Administration | $110,000 |
| Prehistoric Archaeological Surveys | 75,000 |
| Historic Archaeological Surveys | 48,500 |
| Architectural Surveys | 94,500 |
| Special Projects | 36,500 |
| TOTAL | $364,500 |

## LICENSES, PERMITS, ETC.:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed on the National Register of Historic Places which is state-owned or, if not state-owned, is subject to a preservation agreement between the landowner and the Maine Historic Preservation Commission, must apply in writing for an Excavation Permit to the Director of the Maine Historic Preservation Commission. If such a permit is granted, it must be co-signed by the Director of the Maine Historic Preservation Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

## PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by writing to the Maine Historic Preservation Commission, 55 Capitol Street, Augusta, Maine 04333.

Beard, Frank A., *200 Years of Maine Houses: A Guide for the House Watcher* (1981)
Shettleworth, Earle G., Jr. and Barry, William D., *Mr. Goodhue Remembers Portland, Scenes from the Mid-19th Century* (1981).
Shettleworth, Earle G., Jr. and Beard, Frank A., *A Guide to the Maine State House* (1981).

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE HISTORIC PRESERVATION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 132,513 | 82,499 | 10,316 | | 39,698 | |
| Health Benefits | 6,084 | 3,493 | 824 | | 1,767 | |
| Retirement | 22,245 | 14,160 | 1,678 | | 6,407 | |
| Other Fringe Benefits | 713 | 476 | | | 237 | |
| Other Contractual Service | 63,446 | 13,696 | 22,345 | | 27,405 | |
| Rents | 1,446 | 515 | 85 | | 846 | |
| Commodities | 12,801 | 2,193 | 5,228 | | 5,380 | |
| Grants—Subsidies—Pensions | 178,043 | 174 | | | 177,869 | |
| Equipment | 3,174 | | 733 | | 2,441 | |
| Transfers to Other Funds | 11,096 | | 4,810 | | 6,286 | |
| **TOTAL EXPENDITURES** | 431,561 | 117,206 | 46,019 | | 268,336 | |

# INDIAN SCHOLARSHIP COMMITTEE

**NICHOLAS DOW, CHAIRPERSON**
**EDWARD DICENSO, Superintendent of Indian Education**

*Central Office:* Box 412, Calais *Telephone:* 454-3529
*Mail Address:* Box 412, Calais, Maine 04619

*Established:* 1972 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 079; *Citation:* 20 M.R.S.A., Sect. 2210

*Average Count-All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The main purpose of the Committee is to assist North American Indians living in Maine in obtaining secondary and post-secondary education from properly accredited institutions through the provision of financial assistance to the individual, and, if necessary, through payment of a supporting grant to a post-secondary institution furnishing educational services to the scholarship recipient. To implement this purpose the Committee has full authority in its discretion to approve all scholarship grants which, however, may not exceed $3,000 per year and it may approve a supplementary grant not exceeding $1,000 per year to any institution enrolling one or more scholarship recipient for the purpose of establishing and conducting a program of support services for scholarship recipients. The Committee has not approved supporting grants.

**ORGANIZATION:** The Scholarship Committee consists of the superintendent of schools of Maine Indian Education; one representative of the Passamaquoddy Tribe at Indian Township chosen by the tribal council; one representative of the Passamaquoddy Tribe at Pleasant Point chosen by the tribal council; 2 representatives of the Penobscot Tribe, chosen by the tribal council of the Penobscot Tribe; and a representative of the Chancellor of the University of Maine. The term of service of each member on the Indian Scholarship Committee will be for one, 2 or 3 years as determined by the appointing authority.

**PROGRAM:** The federally funded scholarship assists students in obtaining a secondary or post-secondary education from properly accredited institutions. To implement this purpose, the Committee has full authority in its discretion to approve all scholarship grants; and it may approve a supplementary grant to any institution enrolling one or more scholarship recipients for the purpose of establishing and conducting a program of support services for scholarship recipients.

*Eligibility:* Students' names must be included on the current tribal census of either the Passamaquoddy or Penobscot Tribes. Provided funds are available from the Federal Bureau of Indian Affairs, no grant shall be given to any Penobscot or Passamaquoddy student or to any institution when the student is enrolled in a 4-year post-secondary degree granting program.

**PUBLICATIONS:** Guidelines for assistance and applications are available

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# BUREAU OF INSTRUCTION

## OMAR P. NORTON, ASSOCIATE COMMISSIONER

*Central Office:* Education Bldg., Augusta *Telephone:* 289-2541
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333
*Established:* 1974 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 0711; *Citation:* 20 M.R.S.A., Sect. 1B

**PURPOSE:** The Bureau of Instruction has the responsibility for providing program direction for four divisions which deal with: curriculum development, direction, evaluation, and other topics related to the education of Maine students in grades kindergarten through grade 12; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; procedures involved with the approval of degree-granting institutions; and the delivery of alcohol and other drug education and prevention services to Maine's educational system. Additionally, administrative responsibility is assumed for activities conducted under Chapter I of the Education Consolidation Improvement Act of 1981.

**ORGANIZATION:** The Bureau of Instruction has had a long history of operation within the Department of Educational and Cultural Services. It was once formed and operated during the 1950's and early 60's as the Division of Instruction. Following a mandate by the legislature in 1971 to reorganize state government, the Division of Instruction was re-formed as the Bureau of Instruction and included all classroom emphases except for vocational education, and is administered by an associate commissioner.

The following information gives a detailed description of the work performed by each of the divisions and units in this bureau.

**PROGRAM:**

**Division of Certification, Teacher Education and Placement.** The primary responsibility of the certification section is issuing proper certification to educational personnel in the State of Maine. The certification section also provides guidance and counseling to prospective educators concerning the proper procedures, options, and alternatives that lead to certification. Another function of this section is that of monitoring school systems and their personnel concerning certification violations. The certification section also serves as advisor to the Commissioner and the State Board of Education in matters dealing with certifications and the preparation of teachers through approved teacher education programs.

The placement section provides a service to both superintendents and prospective teachers. The placement officer refers teachers to school systems having openings as well as providing lists of qualified candidates directly to superintendents. The placement officer also engages in an on-going supply and demand survey with the University of Southern Maine's planning officer.

**Division of Alcohol and Drug Education Services.** The division provides alcohol and other drug education and prevention programs and services to Maine's educational system. Within local school systems, division programs serve three student and staff populations: (1) those who use alcohol and other drugs, (2) those who are affected by a family member's use, and (3) those who neither use nor are affected by the use of others. The programs and services the division offers school systems for these populations include:

*Team Development:* The division trains local teams made up of school personnel, students, and community members to implement education and prevention programs in their schools and communities. Because alcohol and other drug abuse exists in all segments in society, it needs to be recognized and addressed by all institutions in a community. Through training local teams, school/community cooperation in working on alcohol and other drug problems is enhanced. At week-long live-in institutes, team members learn about the disease of chemical dependency; how chemical abuse impacts families, schools, and communities; how to work together as a team; and how to implement comprehensive education and prevention programs and services in their schools and communities.

*In-Service Education:* The Division conducts two-day in-service workshops on the disease of chemical dependency and on the elements of a comprehensive school program for all employees of school systems that have contracted with the division for team training.

*Curriculum Development:* The division develops, field tests, evaluates, and disseminates primary prevention curriculum programs and resource materials for use in elementary, secondary, adult/community education programs, and the Vocational Technical Institutes.

*Technical Assistance:* Technical assistance in implementing alcohol and other drug education programs is available to all school personnel in Maine. Most of the assistance provided by the division is requested by individuals or groups associated with the team development program. The division provides technical assistance to school/community teams in team development, school board and community awareness presentations, alcohol and other drug policy development, support group development, peer helper program development, student awareness presentations, curriculum implementation, and staff development.

*Financial Assistance:* Limited financial assistance is available to local school systems to support or expand the programs developed by school/community teams. The emphasis of the financial assistance is to stimulate activities leading directly or indirectly to the institutionalization of the program within the school or community. It is often used to fund advanced training opportunities for local school personnel and community members to develop their skills in the areas of chemical dependency and adolescent development.

*Resource Services:* The division's resource services are available to all school systems and community groups in Maine. The film library contains the largest collection in New England. Over 200 films are available for use without charge to schools, hospitals, treatment facilities, law enforcement agencies, churches, businesses, civic groups, and community organizations who use them in their prevention, education, and treatment programs. The division maintains an inventory of pamphlets and books available for loan and/or distribution to schools statewide. These materials are provided to complement prevention and education programs in elementary, junior high, senior high, and post-secondary schools.

*Special Projects:* The division sponsors statewide prevention activities. For example, Project Graduation aims to prevent alcohol and other drug related deaths on Maine's highways during commencment season through the promotion of chemical-free graduation activities. In March 1983, it was one of eight projects selected by the U.S. Department of Health and Human Services as a model for other states to use in reducing adolescent drinking and driving fatalities. This year chemical-free commencement activities planned by students, parents, and teachers were held for 79, or 55%, of Maine's high school graduating classes. This is more than twice the number of schools that participated in Project Graduation last year.

*Interdepartmental Cooperation:* The division works jointly with staff members from the Departments of Corrections, Human Services, and Mental Health and Retardation in planning and assessing alcohol and other drug prevention, education, and treatment services in Maine. Public law 1981, Chapter 454, known as the Alcoholism Prevention, Education, Treatment, and Research Fund, enacted by the 110th Maine Legislature, has greatly enhanced the division's capability to serve the schools of Maine in their prevention, education, and awareness efforts. The Bureau of Safety in the Department of Public Safety provides funding for the division's Alcohol, Other Drugs, and Highway Safety Program and cooperates with the division in promoting Project Holiday, a media campaign to reduce drinking and driving during the Christmas season.

**Division of Curriculum.** The division offers services and technical assistance in curriculum areas, and disseminates information in subject areas through meetings, visits, publications and correspondence. The division administers and integrates federal programs such as bilingual education and develops and publishes in *Maine Issues,* policy and position papers on current educational issues. Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems, and locating resources.

The division has designed and organized a service delivery system called State Curriculum Assistance Teams (SCAT). Superintendents have nominated teachers to serve on the teams. The division will receive requests for service in some areas of curriculum, will locate from the pool of resource people a cadre of persons knowledgeable in the area of request, and make the necessary arrangements to fulfill the expressed need.

The division has participated in several in-service programs and seeks opportunities to cooperate with other divisions, i.e., special education, vocational education, planning.

The division has been closely involved in the implementation of the Basic Skills Program. One part (sec. 222) was to accept and approve grant proposals from local school systems to emphasize the basic skills areas. Another section (sec. 224) was designed to improve cooperation and reduce duplication across various divisions within the department.

The division is responsible for school approval. Although this process is basically regulatory, it also has leadership elements. The program requires new schools to define their goals and educational philosophy; the division consultants frequently provide assistance in these areas. The division also serves in a leadership capacity through the Self-Evaluation program for elementary and secondary schools, and the accreditation of schools. Through these programs, local school systems have been able to improve educational practices and services to students. Questions regarding home instruction are addressed by this division.

*Self-Evaluation:* Virtually all of Maine's public and private elementary schools have completed the initial phase of the self-evaluation program. The self-evaluation program is designed to help schools prepare an in-depth study of their educational program, services, facilities, and administrative structure and to establish priorities to improve educational opportunities of pupils. The second phase of self-evaluation has been given statewide implementation. The second phase, a five-year follow-up visit, helps schools in the refinement and implementation of new programs and services, and gives direction to school boards and administrators concerning the major priorities to be initiated within the next five-year period. New self-evaluation materials based upon the six characteristics identified in excellent schools have been prepared and will be pilot tested this fall.

*Accreditation:* For secondary schools not going through the state's self-evaluation process, accrediation is used as a measure of quality and a focus for future planning. The process involves a year-long self-study by teachers, students in some cases, and community members. Upon completion of the self-study portion of the process, the school seeking accreditation will host a visiting committee who then makes recommendations for program improvement based upon the findings of the self-evaluation, the visiting committee reports, and a final decision by the Division of Curriculum of the department in cooperation with NEASC.

*Arts Education:* Support is given to activities of the Maine Alliance for Arts Education as it seeks to promote the extension of the arts as an integral part of the school experience. A state task force for the arts has been working throughout the year developing a policy statement for the arts.

*Career Education:* Currently, the state office of career education functions in two key areas: (1) coordinating and implementing programs and services under PL 95-207, the Career Education Incentive Act, and (2) collaborating with the Maine Occupational Information Coordinating Committee to provide training for career education sites.

*Health Education:* It has become apparent that a clearer statement is needed identifying the respective roles and responsibilities of the Departments of Educational and Cultural Services and of Human Services in the promotion and delivery of health education programs and services. The Department of Educational and Cultural Services and the Department of Human Services are working toward a mutual agreement in this area.

The School Health Education Project (SHEP) has programs in over 30 schools. DECS serves in an advisory capacity in cooperating with this project and its staff.

*Nursing Services:* A school nurse consultant was first employed starting the 1982-83 school year. This consultant responds to requests from school administrators and school nurses, orients new nurses, presents workshops, prepares materials for use by nurses, assists school officials and school boards in understanding the role of the school nurse, and promotes school health programs.

*Guidance, Counseling, and Testing:* This office is responsible for the administration of guidance, counseling, and testing programs at the local educational and state levels. Leadership, service, and regulatory functions include information and assistance provided to counselors, administrators, teachers, students, citizens, legislators, and allied agencies in the broad area of guidance, counseling, and testing programs; student records; suspension and expulsion; issues of privacy; student rights and responsibilities; career and vocational education guidance; child abuse and neglect; right-to-know legislation; and protection of pupil rights.

*Dropouts and Attendance and Discipline:* The division monitors two state programs: (1) Chapter 106—Dropouts. Each school superintendent in the state who has responsibility for any grade level in the sequence 9-12 shall form a Positive Action Committee to study the factors affecting persons in grade levels K-12, which are related to the problem of dropping out, and shall develop a specific plan to address this problem. These plans are on file in the Division of Curriculum; and (2) Chapter 105—Attendance and Discipline. The intent of this legislation is to require school officials to give increased attention to those pupils who are habitual truants and dropouts and to develop alternative programs to meet their needs.

*English Language Arts, Bilingual Education, Indochinese Refugee Education, and National Origin Desegregation:* The division provides workshops and technical assistance to local schools in the above areas, K-12. The division has been active in developing equitable programs and planning for all linguistic minority chioldren throughout Maine, generally in the form of training and materials in English as a Second Language.

The Title VII coordinator has been the department liaison with Washington for basic and training projects in bilingual education. Four basic project sites besides a UMO teacher training grant now exist in Maine with two new sites under consideration for these languages: French, Native American, hearing impaired French, Vietnamese, Lao, and Khmer. The coordinator has been responsible for the development of bilingual and special language programs funded under ESEA Title VII and the Transition Program for Refugee Children. Detailed state plans for each of the three federal programs identified above are on file and readily available for review.

The department awards sub-grants to local educational agencies in accordance with the rules and regulations governing the Transition Program for Refugee Children. The department has monitored recipient sites serving eligible refugee children. The department also has provided technical assistance to local schools, and appropriate leadership materials enabling them to serve refugee children. The numbers of eligible children have increased in recent years; so have DECS technical assistance services.

*Newspaper in Education:* The Newspaper in Education (NIE) Program is housed within the Division of Curriculum although it is totally funded by a grant from the Maine Daily Newspaper Publishers Association. The program makes available to the schools of Maine assistance in using the daily newspaper as an educational tool. The consultant is available for workshops with educators from the primary level to university graduate level. Numerous materials are available, including a bi-monthly newsletter. Many classroom visits and educational seminars are held each year. Through the program, daily newspapers are made available for classroom use at a discount price. There are now several hundred classrooms in the state which are using the NIE program for part or all of the year.

*Maine Studies Curriculum Project:* The Maine Studies Curriculum Project continues to command the attention of educators throughout the state. The outcomes of this project will offer students an in-depth appreciation and knowledge about Maine's environment, government, economic, history, and future. Program K-12 is now available from the Down East Books, Camden, Maine 04843.

*Basic Skills Areas:*

*Reading:* A close relationship is maintained between the department and the reading teachers and specialists in the field. Questions from citizens and agencies relative to reading problems are received and individual assistance and resources are provided. The use of computers in both reading instruction and reading management are requiring time and resources. Services of a reading consultant have been contracted for the coming school year.

*Oral and Written Communication:* Printed resource materials are constantly being collected, updated and disseminated. A writing consultant will be available for the 1983-84 school year.

*Math:* Assistance is provided upon request to teachers and administrators in the math curriculum area. Increased emphasis will be placed upon math and computer literacy this next year.

*Social Studies and Science:* The Division of Curriculum has worked with school systems in designing, clarifying or implementing social studies curriculum guides. A collaborative effort with the Department of Energy and the University of Maine developed an energy curriculum guide for K-6 which has been field-tested by teachers and has been revised and printed.

*Excellence:* The division has provided leadership for a statewide committee addressing the process of defining and promoting excellence in our schools. Fifteen regional meetings were held to furnish information and promote interest about ways to improve Maine's schools.

*Guidelines:* Consultants from the division have provided input in the revision of Chapter 127 which covers general rules and guidelines for school approval.

The Division is preparing an extensive curriculum survey designed to provide information about books, materials, goals and objectives, and other curriculum information. This will enable the division, for the first time, to have comprehensive information about school programs, services, organization, and administration throughout the state.

**Division of Special Education.** The Division is responsible for the implementation and administration of Title 20, Chapter 404, Maine Revised Statues as amended, "Exceptional

Children" and assistance with Special Education provisions of the School Finance Act. It is also responsible for the administration of federal funds for exceptional children under the Education for All Handicapped Children Act of 1975, as amended, and P.L. 89-313, Title I, ESEA, Education of the Handicapped. The 111th Legislature enacted legislation giving the Department general supervisory responsibility for all educational programming for exceptional students.

The Division's services include consultancies to local educational agencies in the areas of all exceptionalities as defined in Chapter 404; special purpose private school approval and evaluation, contract approval, and individual tuition placement approval; technical assistance and evaluation of all federally funded programs for exceptional children; teacher training for regular and special educators, administrators, support staff, Pupil Evaluation Teams, and school board members; special education due process hearings; review and approval of local special education programs; and statistical information of special education.

The Division has continued to work closely in committees under the Interdepartmental Committee which consists of the Commissioners of the Departments of Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation. Major areas of coordination include: 1) Fiscal management system including joint rate setting, contract development, fiscal reporting, joint billing process and joint audit capability; 2) Program development including development of a joint request for proposal process, evaluation of the group home/emergency shelter system, development of mechanisms to prioritize service needs of clients and evaluate appropriateness of placements and development of joint program review capability; 3) Implementation of the Joint Licensing Process including implementation of joint care standards, development of technical assistance manuals and formal implementation of a joint licensing process; 4) Management of the preschool coordinated delivery system.

The Division continues to be involved in the development of programs for the handicapped with the Bureau of Vocational Education. Other cooperatively supported programs and staff development activities have been conducted with the Bureau of Rehabilitation, DHS, and the University of Southern Maine and University of Maine at Farmington. Regional meetings were conducted and twenty-two regional groups were established to develop local arrangements for the state cooperative agreement among Division of Special Education, Bureau of Vocational Education (DECS), and Bureau of Rehabilitation (DHS). To date 20 of these local agreements have been developed.

*Program Review and Technical Assistance:* At the end of the 1981-82, Special Education Program Review site visits had been conducted in all of the local districts in the state. This completed a five-year cycle of monitoring visits. Recent changes in Federal Regulations require that compliance monitoring must be done on a three-year cycle. During the summer and early fall of 1982, Division staff collected and evaluated monitoring materials from other states and began the development of monitoring materials and procedures for the second cycle of LEA monitoring.

Field testing of the Cycle II review process began in December of 1982 with Union #7 (Saco-Dayton) being the first district to be monitored with the new procedures. Major modifications designed to streamline and shorten the process include a two-part monitoring packet to be completed by LEA staff and returned to the Division before a site visit. The returned materials are reviewed along with certification records and other data available in the Department. Based upon this review, a letter of concerns is written and sent to the Superintendent of the district being reviewed.

A site visit, usually of a day and a half, is then conducted by a Program Review Team consisting of a Division staff member and usually one professional from a school district. During the site visit, a meeting is held with administrators to discuss issues raised in the letter of concerns. Other components of the site visit include interviews with special education staff members and auditing of student records.

Finally, an oral presentation highlighting the Review Team's findings is presented by the Team.

The Division Team Leader then prepares a letter of findings which is sent to the Superintendent. After the Superintendent has had an opportunity to study the letter of findings, an appointment is made by the Team Leader to meet and develop a remedial action plan.

A total of twenty-two LEA's participated in the field testing of the Cycle II monitoring procedures. The Division now has three school years to review the remaining 118 superintendents in the state. This breaks down into forty superintendencies in one year and thirty-nine in each of the two remaining years.

Maine's Comprehensive System of Personnel (staff) Development (CSPD), is a statewide, long range plan designed to support the development of local staff development plans and programs which promote the continued professional development of all school and other personnel involved in the education of exceptional children.

All school districts are required to participate in the state CSPD and develop local personnel development plans to support the professional development of staff involved in the education of exceptional children.

Maine's CSPD, in turn, includes the following components which are designed to assist school and other personnel in their staff development efforts:

1) The coordination and identification of information sources (i.e., The Information Exchange, Facilitator Site, Mid-Coast Teacher Center, etc.) and resources (i.e., available consultants in Maine, in-service programs, materials, etc.) which persons might utilize in their efforts to promote staff growth.
2) The dissemination of (and access to) information about these resources to school and other personnel involved in the education of exceptional children.
3) Direct assistance to school planning teams in the development of locally designed staff development systems.
4) The design and delivery of in-service or professional development programs for school and other personnel in response to identified needs.
5. The identification of staff development needs within the state.

A variety of persons representing diverse role groups and institutions are actively involved in the development and review of the system.

Accomplishments during the 1982-83 year included the following:

1) The state wide system to identify priority state personnel training needs designed and conducted the previous year was updated. Information was gathered from program reviews and local entitlement applications to validate the results of the 1981 state survey.
2) 92 program, material or human resources relevant to staff development were collected and entered into the Maine Resource Bank (a computerized information service of the Information Exchange).
3) Training in data collection was conducted for the following groups: a) The CSPD Committee, b) Division staff, c) 39 resource contact persons, and d) Staff development planning teams from 5 school districts.
4) The second Maine Conference on Staff Development was held in December 1982. Over 350 school, state and university staff attended.
5) Three "Hot Topics" on issues of particular importance (Deaf/Hearing Impaired, Blind/Visually Impaired, Emotionally Handicapped) were researched, written and widely disseminated.
6) A Fact Sheet describing assistance available through the Division was written and widely disseminated.
7) A staff development planning committee composed of 5 experienced school staff was formed and planned and conducted two support meetings for existing staff development teams. Staff from 23 districts attended.
8) A Staff Development newsletter committee, composed of 5 school and Department staff, was formed and initiated planning for a newsletter to be published in the fall.
9) The following new inservice programs were conducted in response to priority state needs: a) Conflict Resolution, b) SNAP (School Nurse Achievement Program), and c) Training for teachers of autistic children.
10) Two assistance teams of school and state staff continued training and support to school improvement/staff development planning teams from 5 districts. Informal assistance was also provided to teams from 3 other districts.
11) The Staff Development Program was modified to incorporate recent research on effective schools and include high school planning teams (as well as district teams). Six new districts participated in the program — called the Excellence in School Assistance Program — including Baxter School for the Deaf, Skowhegan High School, Southern Aroostook High School, Dixfield, York and South Paris. Two two-day instructional sessions were held with the third planned for late September.
12) A new grant of $42,000 on Model Training Programs was awarded from the Office of

Special Education. This supplements the existing grant, the Maine Staff Development Network.

*Preschool:* Passage of L.D. 1127 ensures the completion of the statewide coordination system in the next biennium. Three to four new sites are planned for the first year of the biennium with the remaining expansion projected for the second year. The three new sites for FY 1982-83 were given full level funding for 1983-84 and are hence operating on the same basis as the seven older sites. With the passage of L.D. 658 by the 111th State Legislature the governing structure of the Preschool coordination sites was clarified. The Local Coordinating Committee is clearly charged with the responsibility of running the programs.

The State was awarded $120,000 through the State Implementation Grant process to: (1) study the efficacy of Maine's interdepartmental coordination model for services to handicapped children; (2) develop interagency standards for preschool handicapped programs; (3) develop an interagency system for recruiting and retaining service personnel; and (4) develop an interagency system for identifying and referring handicapped and at-risk infants. The Interdepartmental Coordinating Committee for Preschool Handicapped Children will be actively participating in this grant.

An additional amount in P.L. 94-142 funds is expected to be received to continue inservice training and discretionary grants to local educational agencies for services to preschool handicapped children for FY 1983-84.

*Gifted and Talented Program:* The legislation which builds the costs of these programs into the School Finance Act under Special Education has taken effect. In the past year, there were requests totaling $950,000.00 under this legislation. Fifty-five school districts now have a program in operation in their school. Programs serve academically talented students and artistically talented students. The legislation has resulted in a dramatic increase in the number of school districts with gifted and talented programs.

The Maine Summer Humanities Program was held for a fourth time. Sixty students from around the state participated in a two week intensive study of the humanities. Students attended major classes in one of the following disciplines: Philosophy, Visual Arts, African Studies, Shakespeare, Linguistics and Comparative Literature. In addition, there were minor sessions on theatre, filmmaking and mime. Speakers, films and concerts were offered in the evenings.

The Maine Humanities Project for Rural Secondary Schools is in its final year. The ten participating schools initiated the curriculum reforms they developed over the previous year. Their work served to upgrade the regular curriculum by introducing more rigorous study within the subjects taught by the participating teachers. In addition, students from each school participated by forming humanities clubs and holding school wide activities. The final work of the schools will be compiled in a curriculum guide which will be distributed to schools throughout the State.

The one week Summer Institute for Coordinators of Gifted and Talented Programs was held. Teachers working in a new gifted and talented education program attended this session. It is designed to provide practical information on starting a program. Forty-five teachers attended the full week. Administrators from the schools attended for one day of the week.

The Olympics of the Mind Competition started in Maine. Twenty-five schools participated in the regional and state competitions.

**Chapter I ECIA.** In a cooperative effort with several LEA Chapter I staff members and the Bath Art Department, the Chapter I Calendar of Skills for grades K through 6 is being revised and expanded for the 1983-84 school year. The new calendar will be available for early fall distribution to LEA Chapter I Projects statewide. The calendars are designed primarily for parents to use at home with their children.

A Peer Counseling, Advisor/Advisee Pilot Project was undertaken during the 1982 school year. Lewiston, Readfield, Kennebunk, South Hiram and East Corinth initiated the activity. The purpose of the program, is to provide selected teachers within the schools with specialized training to enhance their role as effective advisors. Through workshoips, teaching sessions, demonstrations and case studies, they have developed better listening, confering and communications skills with students, parents, other staff and the community.

The Chapter I office has agreed to provide financial help to offset expenses incurred in acquiring Dr. Frank Smith as keynote speaker at the Maine Reading Association's Annual Meeting which will be held on October 15, 1983 in Bangor.

A cooperative effort between the Chapter I office of the Maine Department of Educational and Cultural Services, the University of Maine at Farmington, The Maine Council for Community Education, The Maine School Volunteers Association and MSAD #58 has been undertaken to develop a parent handbook as a companion piece to the manual on involving parents in education now being prepared by MSAD #58. Both efforts will be available in the fall of 1983 for distribution by the Maine Department of Education, Chapter I ECIA for technical assistance to LEA's throughout the state.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF INSTRUCTION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,448,913 | 549,389 | 138,149 | | 761,375 | |
| Health Benefits | 52,852 | 17,253 | 4,685 | | 30,914 | |
| Retirement | 231,230 | 86,314 | 22,248 | | 122,688 | |
| Other Fringe Benefits | 8,760 | 3,254 | 888 | | 4,618 | |
| Computer Services | 239 | 193 | | | 46 | |
| Other Contractual Service | 1,076,853 | 348,578 | 106,516 | | 621,759 | |
| Rents | 16,842 | 11,844 | 1,385 | | 3,613 | |
| Commodities | 55,975 | 21,138 | 12,837 | | 22,000 | |
| Grants—Subsidies—Pensions | 24,706,319 | 1,808,379 | 9,147 | | 22,888,793 | |
| Buildings and Improvement | 656 | | 656 | | | |
| Equipment | 33,372 | | 10,658 | | 22,714 | |
| Transfers to Other Funds | 123,047 | 60,000 | 9,483 | | 53,564 | |
| **TOTAL EXPENDITURES** | 27,755,058 | 2,906,342 | 316,652 | | 24,532,064 | |

# MAINE STATE LIBRARY BUREAU

## J. GARY NICHOLS, STATE LIBRARIAN

*Incoming WATS:* 1-800-452-8793; 1-800-452-3561; 1-800-762-7106
*Central Office:* Cultural Bldg., Augusta; *Floor:* 1, 2 & 3 *Telephone:* 289-3561
*Mail Address:* Statehouse Sta. #64, Augusta, Maine 04333

*Established:* 1837 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 075; *Citation:* 20 M.R.S.A., Sect. 1A

*Average Count—All Positions:* 56 *Legislative Count:* 57

*Organizational Units:*
Reference and Information Division
Library Development Services Division

**PURPOSE:** The broad goal is consistent with the Library Services and Construction Act and the major functions of the Maine State Library Bureau. This broad goal was developed jointly by the Maine State Library staff, the Maine Library Commission/Library Services and Construction Act Advisory Council, the Maine Library Association, the Maine Educational Media Association and the Maine Library Trustees Association.

This broad goal is as follows: the development and coordination of services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

**ORGANIZATION:** In 1972 the Maine State Library was changed from an independent department to bureau status within the Department of Educational and Cultural Services. The State Librarian, heretofore appointed by the Governor, is now appointed by the Commissioner with the advice and consent of the Governor.

During FY 83 the Maine State Library included the two major divisions of Reference and Information and Library Development.

A significant organizational change during FY 82 was the phasing out of statewide bookmobile service and the implementation of a books-by-mail service.

**PROGRAM:** The program of the Maine State Library Bureau is reported by several components:

**Public Services.** This service maintains a non-fiction collection of over 400,000 library items encompassing a wide variety of subject material to meet the needs of individuals, school and public libraries and state agencies. Reference service is provided in person, by telephone, WATS and by mail. Special resources and services include a substantial genealogical collection, the Maine Author Collection, newspaper clipping files, a Maine music collection, the Governor Baxter papers, the Avery Collection of lumbering photographs, and federal and state documents. During the past fiscal year the State Library circulated over 120,000 books, processed 26,000 in-house reference questions and mailed over 10,000 books to school and public libraries.

**Automated Data Services.** This service provides the technical functions for computerized library services. This includes the coordination of the State Library service known as Technical Assistance and Library Information for Maine (TALIMAINE), which links Maine with over 200 national and international computer-based data files on a wide variety of subjects. In addition to computerized services, this section provides advisory assistance to state agency libraries.

**Technical Services.** The Technical Services section orders and prepares approximately 10,000 new items a year for circulation for the State Library's central collection and the books-by-mail service and is responsible for maintenance and preservation of the collection. Most of the materials are processed through the NELINET computerized cataloging system which produces catalog cards and offers access to holdings of the libraries using the system. The NELINET system is also used by several state agency libraries and one institutional library.

**Maine Regional Library System.** The Maine Regional Library System encourages all types of libraries—public, school, academic and special—to better serve their communities through cooperative efforts among themselves and the Maine State Library. Specific activities include the following: direct state aid to local libraries; the support of area reference and resources centers which share their resources with nearly 300 libraries throughout Maine, back-up reference help, direct free access to major resource libraries and consultant services to library district councils and individual libraries. During FY 83 Maine libraries completed over 45,000 interlibrary loan transactions. This is one of the highest per capita rates in the country.

**Handicapped Services.** As one of 56 regional libraries in the Library of Congress National Library Service for the Blind and Physically Handicapped, the State Library provides, either direct or through its five sub-regional libraries, recorded books and periodicals and equipment on which to play them to visually handicapped people. In FY 83 over 113,000 talking books were circulated to nearly 3,000 registered borrowers. Other services to the handicapped include large print materials (30,000 items circulated in FY 83) and a reference service relating to all handicaps.

**Institutional Library Services.** The State Library maintains a consultant service to Maine's seven correctional, mental health and special educational institutions to assist them in developing their library programs and to encourage and facilitate their cooperation with each other as well as with other libraries. The State Library further assists by awarding Federal grants based on, and designed to augment, the institutions' budgeted library programs.

**Books-by-Mail Services.** Books-by-mail is a service provided for the approximately 200,000 Maine residents who live in small communities which do not have local libraries. This service is available to adults, juveniles, the housebound, handicapped and working people who, at their convenience, may request books from their homes. Selections are made from annotated catalogs which are mailed to individual borrowers.

**Film Services.** The Film Services section provides 16mm films to community groups, nursing homes and other institutions through their public library. Film reference and consultant services are provided for the utilization of film and film programming throughout the state. In cooperation with the New Hampshire and Vermont State Libraries, 1500 films are available for loan from the State Library. These films now circulate over 20,000 times a year, compared to 6500 in 1976, and reach an audience of over 400,000.

**Instructional Television.** Television programs are acquired through this program and are broadcast over the Maine Public Broadcasting Network and WCBB in Lewiston for use in the schools. In addition, schedules and teacher guides are supplied for the schools for each of the scheduled program services. In addition to the broadcast service, more than 5,000 Educational Video Services (EVS) programs are taped annually and distributed to more than 200 school systems and other agencies. Technical and consulting services on the utilization and purchase of television equipment are also available on request.

**School Library/Media Services.** Federal funds are distributed on a per capita basis to all public schools in Maine for the purchase of library and instructional materials and equipment. Workshops, technical services, and consulting services are made available on the utilization and development of libraries and media centers for all schools in Maine. This includes the review of new school library construction.

**PUBLICATIONS:**

Downeast Libraries—$5.00

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE STATE LIBRARY BUREAU | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 928,276 | 891,540 | | | 36,736 | |
| Health Benefits | 37,610 | 35,466 | | | 2,144 | |
| Retirement | 145,061 | 139,132 | | | 5,929 | |
| Other Fringe Benefits | 5,772 | 5,530 | | | 242 | |
| Other Contractual Service | 367,761 | 321,353 | 1,288 | | 45,120 | |
| Rents | 4,896 | 2,843 | | | 2,053 | |
| Commodities | 197,102 | 174,618 | 608 | | 21,876 | |
| Grants—Subsidies—Pensions | 362,382 | 319,530 | | | 42,852 | |
| Equipment | 17,685 | | | | 17,685 | |
| Transfers to Other Funds | 171,515 | | 129 | | 171,386 | |
| **TOTAL EXPENDITURES** | 2,238,060 | 1,890,012 | 2,025 | | 346,023 | |

# MAINE LIBRARY COMMISSION

**HARRY SMITH, CHAIRMAN**
**J. GARY NICHOLS, Secretary**

*Incoming WATS:* 1-800-452-8784
*Central Office:* Cultural Bldg., Augusta *Telephone:* 289-3561
*Mail Address:* Statehouse Sta. #64, Augusta, Maine 04333

*Established:* 1973 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 082; *Citation:* 27 M.R.S.A., Sect. 111

*Average Count-All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service; the apportionment of state aid to libraries; the designation of library districts and their boundaries; the designation of area reference and resource centers; and the designation of research centers. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

**ORGANIZATION:** The Maine Library Commission, an important feature of the 1973 legislation creating the Maine Regional Library System, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large of whom one is a representative of the disadvantaged.

**PROGRAM:** The Maine Library Commission held 6 meetings during FY 83. Areas of special interest included the following: per capita state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries; statewide books-by-mail services; and library consultant services.

Other FY 83 activities of note included sponsorship of funding legislation and recommendations regarding the allocation of state and federal funds for library programs.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $4,127 in FY 83 and are, by administrative decision, included with those of the Maine State Library Bureau.

## MANAGEMENT INFORMATION DIVISION

### RAY A. COOK, DIRECTOR

*Central Office:* Education Bldg., Augusta *Telephone:* 289-3421
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333

*Established:* 1971 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 071M; *Citation:* 20 M.R.S.A., Sect. 1B

**PURPOSE:** This Division administers the School Finance Act and controls distribution of state subsidies for all school administrative units. Local school accounting and reporting systems are coordinated to provide the basis for State support of local education and accountability of the program.

The program of management information includes collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most departmental programs (Teacher Certification, Nutrition, Scholarships, Special Education, Vocational Education, Local Staff Information, etc.) and Legislative, local, and public needs.

Services of the Division are extended to consultative and leadership functions relative to management information for local educational agencies and State agencies.

**ORGANIZATION:** The Division functions organizationally in two sections: School Finance and Accounting and Data Management.

**PROGRAM:** The Division's annual production goals were met with completion of all programs. In school finance, the actual distribution of 1982-83 school subsidies were processed and analyses and management information were prepared and distributed for the 1983-84 subsidy program and legislative actions.

The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year were prepared and/or consulted on through the entire process.

In addition, new programs were initiated through the year in the areas of school accounting and data processing.

The three-year transition period for preparation and training leading to all school districts handling their financial records in the New Maine Revised Accounting System ended on June 30, 1983. As of July 1, 1983 all local units will be using the new codes and format. By the end of the new fiscal year, all local agencies will report to the State in the new system. Continued training will be provided by the Division for further implementation of the accompanying accounting system which is based on more sophisticated, generally-accepted accounting principles.

A new school finance act was proposed for administrative and legislative consideration. The School Finance Act of 1985 was submitted through the work of professional groups and a legislative select committee for study and discussion in the second session of the 111th Legislature.

The conversion to the use of a self-contained minicomputer for data processing has progressed during the year. The hardware functions have been satisfactory; the software components have been excellent. The compatibility with existing systems has been solidified.

Donated commodities, special education, and general equivalency diploma programs were automated further during the 1983 fiscal year. These departmental programs have been expanded and brought on line via terminals for both input and output access.

**PUBLICATIONS:**

1. Maine Educational Directory
2. Maine Educational Staff
3. Maine Educational Facts
4. Maine School Statistics
5. Public Full-Time Staff Average Salaries
6. April First Census, Students Educated at Public Expense
7. Resident Per Pupil Operating Costs
8. School Finance Act of 1978
9. State Personnel and Superintendents of Schools
10. State of Maine Accounting Handbook for Local School Systems

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MANAGEMENT INFORMATION DIVISION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 253,657 | 253,657 | | | | |
| Health Benefits | 11,495 | 11,495 | | | | |
| Retirement | 41,162 | 41,162 | | | | |
| Other Fringe Benefits | 1,555 | 1,555 | | | | |
| Computer Services—State | 59,923 | 59,923 | | | | |
| Other Contractual Service | 41,605 | 41,605 | | | | |
| Rents | 25,627 | 25,627 | | | | |
| Commodities | 10,474 | 10,474 | | | | |
| Grants—Subsidies—Pensions | 220,565,176 | 220,565,176 | | | | |
| Equipment | 495 | 495 | | | | |
| Transfers to Other Funds | 2 | | | | 2 | |
| **TOTAL EXPENDITURES** | 221,011,171 | 221,011,169 | | | 2 | |

# ADVISORY COMMITTEE ON MEDICAL EDUCATION

## FRED A. DOUGLAS, DIRECTOR, HIGHER EDUCATION SERVICES

*Central Office:* Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2184
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333
*Established:* May 1978 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 093; *Citation:* 20 M.R.S.A., Sect. 2277
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose for the establishment of an Advisory Committee on Medical Education is to advise the Commissioner of Educational and Cultural Services in the development of a plan for medical education in disciplines not available in the State of Maine. This plan is to include the development of a coordinated mechanism for the administration of the program, the projected number of student seats needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total amount expended for the purchase of the seats at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in primary care and underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

**ORGANIZATION:** The Advisory Committee on Medical Education consists of 15 members who shall be recommended by the Commissioner to the Joint Standing Committee on Education for its final approval. Membership shall be appointed for a 2 year term. In the case of any vacancies or resignations, the Commissioner recommends names to the Joint Standing Committee on Education to fill the vacancies until the expiration of their terms. Membership of the Advisory Committee includes representatives from those health care agencies and associations, public and private, whose activities are relevant to the objectives of the plan, as determined by the Commissioner of Educational and Cultural Services.

**PROGRAM:** The Advisory Committee on Medical Education is authorized to make recommendations to the Commissioner relative to implementation of the Post Graduate Health Professions Program. Issues under examination focus on access to post graduate medical, dental, optometric, and veterinary doctoral programs in out-of-state institutions; budget recommendations; legislative policy; student indebtedness; and Program impact on the Maine health system in providing access to health care to the people of Maine.

**PUBLICATIONS:** Status Report—Advisory Committee on Medical Education 1982-83

**FINANCES, FISCAL YEAR 1983:** The Advisory Committee on Medical Education has no appropriated funds and, therefore, had no expenditures for FY 83.

## STATE MUSEUM BUREAU

**PAUL E. RIVARD, DIRECTOR**
**ESTHER L. SHAW, Business Manager**

*Central Office:* Cultural Bldg., Augusta *Telephone:* 289-2301
*Mail Address:* Statehouse Sta. #83, Augusta, Maine 04333

*Established:* 1972 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 073; *Citation:* 20 M.R.S.A., Sect. 1A

*Average Count—All Positions:* 28 *Legislative Count:* 26

*Organizational Units:*
Administration Division
Research and Collections Division
Design and Preparation Division

**PURPOSE:** The State Museum is charged in its Declaration of Policy ". . . to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State. . ."

The State Museum (Bureau) is responsible for providing a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level.

**ORGANIZATION:** In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

In 1972, as a result of the general reorganization of State Government, the Museum ceased to exist as an independent agency and became the State Museum (Bureau) of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Services.

**PROGRAM:** During FY 83 the Museum continued its aggressive exhibit development program with the completion of detailed design for the "Made in Maine" exhibition and the beginning of major structural work on the Museum's lower exhibit level for this installation. Education programs were analyzed and a reorganization of services was started in order to better serve an increasing level of school visitation. Visitation increased by approximately 11% over the previous high year, to a total of over 100,000 which includes an increase of 11% in school visits.

**Exhibitions.** The exhibition program can be characterized as falling into three broad categories: work on the planning of major future installations; the mounting of smaller short-term installations in changing exhibition galleries; and the construction in the museum building to house the permanent installations. As noted above, 1982 was the year for completion of detailed designs on the "Made in Maine" exhibition. This involved the completion of a scale model of the installation which will, itself, be placed on exhibition in FY 84. This represents the major planning and design development program of this fiscal year.

A substantial temporary exhibition of military shoulder arms, planned in FY 82, was opened in the early months of FY 83 and remains presently on exhibition. In addition, the exhibition entitled "Chez-Nous: The St. John Valley" was extended until the end of the fiscal year in consideration of its popularity. The exhibit has now been sent to Moncton, New Brunswick where it will be exhibited until early in 1984. Subsequently, it will travel to Frederickton, New Brunswick and finally to the St. John Valley itself. This exhibition is the first of the State Museum's presentations to travel extensively internationally.

A very large temporary exhibition was planned and mounted late in FY 83, entitled: "Simple Forms and Vivid Colors." This exhibition, which features a substantial catalog to accompany the exhibition, deals with Maine's tradition of painted country furniture. It is the first occasion at the State Museum in which the staff has itself produced a major publication of value to the entire field.

Several other installations received planning attention in FY 83. These include further planning of the exhibition entitled "12,000 Years in Maine" which will follow "Made in Maine" as an objective as part of the permanent exhibition program. In addition, three future temporary exhibitions are in the planning stages: these include "Maine Silver", "Children's World", and "What's Going on Here".

**Collections.** The Museum continued to acquire major collection items at a prodigious rate during FY 83. Collections bequests late in FY 83 included a complete house and contents bequeathed to the Museum by an Augusta woman, and a selection of the contents of a spectacular property near Portland which represents the largest bequest ever received by the State Museum.

Collections efforts have centered to some degree upon the needs for the major exhibitions of "Made in Maine" and "12,000 Years in Maine." For "Made in Maine" the Museum acquired in FY 83 a number of very significant artifacts and collections. A partial listing includes a set of 5 wool power looms dating from 1884 to 1892 which were donated by the Knox

Woolen Mill in Camden. Also from Camden was a set of "falling stocks" for fulling cloth...believed to be only one of four sets remaining in existence in North America, if not the world! Machinery for the woodworking exhibition was contributed by the Andrews family of Woodstock, Maine and represents the contents of a woodworking mill operating continuously by the family from 1824 to the present day. This machinery will furnish the "Spear Mill" portion of the "Made in Maine" exhibition. Other valuable artifacts have been secured for other scenes in this installation.

Maine-made products continue to form a collecting focus and a number of significant artifacts were acquired to add to this collection. This included a paint-decorated tall case clock made by Wingate of Augusta around 1817 which was purchased for the Museum. Other significant materials include a selection of "Stevens Plains" painted tinware, several paintings, including a folk painting by Uriah Dyer, and decorative arts materials too numerous to list. The acquisitions of the Maine State Museum continue to be secured at an average daily rate in excess of five new acquisitions for every working day! In FY 83 the value of acquisitions when computed will nearly match the State's investment in "All Other" expenses for the Museum's operation.

**School Services.** After a slump in school visitation caused in the late 1970s due to the "gas shortage," school visitation figures have rebounded dramatically. During the school year visitation from school-age children now represents over 31% of total visitation and the figure annually will approach 25%. New in-gallery demonstrations replaced longer classroom programs in FY 82 and the new programs have proven more popular and have served more students than any other service delivery system previously employed by the Museum. During FY 83, more students received services from the State Museum than in any other previous year of the Museum's operation.

The Museum's travelling kit program on natural fibers (now in its second year) continued to be popular and is now serving as many as 10,000 Maine school children per year and is growing continually.

**Volunteers:** The level of volunteer work has continued to be an invaluable asset to the Museum. Several dozen faithful volunteers aid the Museum on a weekly basis. Generally, volunteers fall into two categories. The first are the hosts and hostesses who help to greet the public at the Museum. The second are the volunteers engaged in various research or workbench projects. Largely these fall into the areas of historical research and conservation.

**Conservation.** The Museum remains involved in the care and conservation of materials at an increased pace reflecting the increased pace of collections acquisitions. Due to the extraordinary high level of collections donations and bequests, services from the conservation laboratory are presently contained to the needs of the Museum's own collections. Increasingly, the Museum staff in conservation is devoting its energies to the conservation of decorative arts and tool objects in addition to the traditional fine arts activities. Paper conservation needs have declined at the State Museum, while needs for the care of other ethnographic and decorative arts artifacts has increased. In recognition of this fact, the Museum has shifted its staff resources toward this area of conservation activities. At present, paper items will not be conserved directly by the Museum staff, but will instead be sent out on a contract basis. Meanwhile, the Museum will devote increased attention to its collections of tools, implements, ethnographic items, and decorative art objects.

## LICENSES, PERMITS, ETC.:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land which is listed on the National Register of Historic Places shall submit a written application for a permit to the Maine Historic Preservation Commission, the Maine State Museum and to the agency controlling the property. (27 MRSA §371-378 inclusive).

## PUBLICATIONS:

Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY
Facsimile reprint of 1829 edition with biographical introduction. Text only.
469 pp. ISBN 0-913764-00-0. . . . . . . . . . . . . . . . . . . . . . . . . . cloth binding 14.00

Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE
Facsimile reprint of 1795 edition with biographical introduction and Osgood

Carleton map. 421 pp. ISBN 0-913764-01-9 . . . . . . . . . . . . . . . cloth binding 14.00

Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS
An authoritative, biographical study of Maine gunsmiths, illus. 209 pp.
ISBN 0-913764-04-3 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . cloth binding 22.00

Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE
The Maine Catalog, HABS, illustrated. 254 pp.
ISBN 0-913764-05-1 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . perfect bound 8.95

Camp, Helen: ARCHAEOLOGICAL EXCAVATIONS AT PEMAQUID, MAINE
1965-1974 Historical and Archaeological Findings of a 17th and 18th Century Colony. Illustrated. 89 pp.
ISBN 0-913764-07-8 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . perfect bound 6.95

Churchill, Edwin A.: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp.
ISBN 0-913764-08-6 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . perfect bound 2.95

Branin, M. Lelyn: THE EARLY POTTERS AND POTTERIES OF MAINE,
Illus. 262 pp. ISBN 0-913764-12-4 . . . . . . . . . . . . . . . . . . . . . . cloth binding 22.00

Willoughby, C.C.: INDIAN ANTIQUITIES OF THE KENNEBEC VALLEY.
Ed. by Arthur E. Spiess. Illus. 160 pp. . . . . . . . . . . . . . . . . . . . cloth binding 22.00

Churchill, Edwin A.: SIMPLE FORMS AND VIVID COLORS—Maine Painted Furniture 1800-1850.
Illustrated in color. 120 pp. ISBN 0-913764-15-9 Hard cover . . . . . . . $25.95
ISBN 0-91376416-7 Perfect bound. . . . . . . 17.95

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE MUSEUM BUREAU | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 513,896 | 492,328 | 21,498 | | 70 | |
| Health Benefits | 20,452 | 18,936 | 1,516 | | | |
| Retirement | 82,207 | 78,726 | 3,470 | | 11 | |
| Other Fringe Benefits | 3,096 | 2,955 | 141 | | | |
| Other Contractual Service | 229,519 | 187,311 | 10,532 | | 31,676 | |
| Rents | 309 | 309 | | | | |
| Commodities | 81,440 | 44,386 | 27,435 | | 9,619 | |
| Grants—Subsidies—Pensions | 6,391 | 511 | | | 5,880 | |
| Equipment | 9,595 | 1,572 | 705 | | 7,318 | |
| Transfers to Other Funds | 11,327 | | 24 | | 11,303 | |
| **TOTAL EXPENDITURES** | 958,232 | 827,034 | 65,321 | | 65,877 | |

# MAINE STATE MUSEUM COMMISSION

**JOHN K. HEYL, CHAIRMAN**
**ARNOLD STURTEVANT, Vice-Chairman**

*Central Office:* Cultural Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2301
*Mail Address:* Statehouse Sta. #83, Augusta, Maine 04333

*Established:* 1965 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 085; *Citation:* 27 M.R.S.A., Sect. 82

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine State Museum Commission was established to formulate policies and exercise general supervision over the State Museum; to make recommendations to the

Legislature as necessary to improve the functions of the Museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

**ORGANIZATION:** The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/liaison, fine arts, publications, and programs/exhibits.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

**PROGRAM:** The Maine State Museum Commission held 12 meetings during FY 83.

The Commission's major accomplishment during FY 83 was the writing and adoption of an Ethics Statement covering the employees, volunteers and members of the Commission. Also adopted were Administrative Procedures regarding the access and use of the State Museum Collections.

All gifts, bequests, and other donations offered the Maine State Museum and recommended by the Museum's professional staff were formally and legally accepted on behalf of the State. A major look at the collections was undertaken and staff recommendations were considered in the deaccessioning of many items not considered pertinent to the collections of the Museum.

The Commission approved the budget and programs submitted by the Museum Director to the 111th Legislature.

Volunteers who served the Museum throughout the year were honored by the Commission with a luncheon during National Volunteer Week.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $2,773 in FY 83 and are, by administrative decision, included with those of the State Museum Bureau.

# OFFICE OF PERSONNEL

**ALAN YORK, Personnel Officer**

*Central Office:* Education Bldg., Augusta *Telephone:* 289-2796
*Mail Address:* Statehouse Sta. #23, Augusta
*Established:* 1969 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 071P; *Citation:* 20 M.R.S.A., Sect. 1B
*Average Count—All Positions:* 2 *Legislative Count:* 2.0

**PURPOSE:** The purpose of this office is to provide a complete range of personnel services for all areas in the Department of Educational and Cultural Services.

**ORGANIZATION:** This office has two positions: the Personnel Officer and a Clerk Typist III.

**PROGRAM:** The MDECS Office of Personnel continued to provide a wide range of personnel related services to the Department's employees. With a decentralized system of personnel management (one or more employees at each of thirteen locations is responsible for coordinating personnel activities) the communication of personnel information, forms, procedures, etc. becomes a primary responsibility. Also, labor relations activities (contract negotiations, handling of informal and formal employees grievances, interpretation of seven different State-

Union contracts) require continuous attention. The decisions which can have significant consequences to individual employees and their work life are continuously assessed, explained, and implemented with the assistance of the MDECS Office of Personnel.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

## BUREAU OF SCHOOL MANAGEMENT

### LEROY O. NISBETT, ACTING ASSOCIATE COMMISSIONER

*Central Office:* Education Bldg., Augusta *Telephone:* 289-2061
*Mail Address:* Statehouse Sta. #23, Augusta
*Established:* 1974 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 071S; *Citation:* 20 M.R.S.A., Sect. 1B

**PURPOSE:** The purpose of the Bureau is: 1) To administer the Bureau consistent with policies and procedures established by the Commissioner, the State Board of Education and statute. 2) To help provide Maine children with safe, warm buildings conducive to learning. 3) To provide funds to help local units reduce consumption and the cost of energy. 4) To help provide for the health, safety and welfare of children riding Maine school buses in the most efficient manner. 5) To help provide nutrition education and to help provide for one-third of the basic nutritional needs of Maine children participating in the school lunch program. 6) To provide for the education of children in Maine's Unorganized Territory.

**ORGANIZATION:** This Bureau was administratively created by the Commissioner in 1974 as part of a reorganization prompted by the Maine Management and Cost Survey. The Division of Higher Education Services (formerly attached to the Bureau of Instruction) is now part of the Bureau of School Management. Baxter School for the Deaf (formerly part of this Bureau) is now directly under the supervision of the Commissioner.

**PROGRAM:**

**Division of Higher Education Services.** The Division provides many and varied services to and for the public, private, and proprietary post-secondary educational institutions in the State of Maine.

The Division carries out estabished procedures leading to the authorization by the Legislature of the requested degree. The Division also processes requests from out-of-state institutions which seek to offer academic credit courses or programs in Maine with final approval granted or denied by the State Board of Education. Application forms and copies of procedures, rules and regulations are provided through the Division.

The Division administers the Post Graduate Health Professions Program which is designed to assist Maine resident students in gaining access to selected health professions schools. Qualified Maine students are able to obtain a specified number of seats/spaces at the University of Vermont College of Medicine; the Tufts University Schools of Medicine, Dentistry, and Veterinary Medicine; the University of Pennsylvania School of Veterinary Medicine; the New York State College of Veterinary Medicine at Cornell; and the New England College of Optometry.

The Maine Student Incentive Scholarship Program (MSISP) is administered by the Division. This is a direct grant program of financial aid made available to Maine residents who attend post-secondary school in eligible schools in Maine and Massachusetts. It is based on financial need as determined by a statutory formula including the cost of attendance at the school and the student's available financial resources. Applications for program participation must be made by May 1 by completing and filing a Financial Aid Form. The funds available to eligible applicants come from both state and federal sources.

A major function of the Division concerns the operation of the Maine Guaranteed Student

Loan Program and the new Maine Guaranteed Parental Loan Program. Although much of the direct administration is provided by the United Student Aid Fund through a contract with the State of Maine, much direct activity dwith local lenders is conducted through the Division. Policies, rules, and regulations are developed for approval action by the State Board of Education. Lender workshops are conducted by Division staff and assistance is provided student borrowers and parents. Current information concerning revisions in Federal laws and other items of interest are provided to lenders via a newsletter distributed quarterly.

The division administers certain federal assistance programs for Maine post-secondary institutions when federal or state statutes require such. Although there are no programs for which funds are now available, programs which had been funded and administered in the past included Titles III and VII-A of the Higher Education Act of 1965.

All student academic records of students' attendance at post-secondary schools which are now closed are maintained by the Division. These records are preserved for historic purposes as well as being made available to an individual student upon request. A student desiring copy of his transcript must submit a request and a small processing fee. Copies of the original transcript are made, embossed with Department of Educational and Cultural Services seal and sent to the student or to a school as requested.

State statutes require that correspondence schools and private, post-secondary business, trade or technical schools which operate in Maine or, in the case of correspondence schools those which solicit or sell in Maine any correspondence course, shall be licensed for such operation. This statutory responsibility is carried out by the Division.

Individuals who have had either National Defense or National Direct Student Loans may have all or part of the loans forgiven by teaching in a school which has a high concentration of low income families. The identification of eligible schools and the providing of information about how to obtain the cancellation is a function of the Division.

State funds are made available to eligible osteopathic medical students as loans to assist in meeting the cost of their professional preparation program. Thes monies are provided through the Maine Osteopathic Loan Fund which was created by state statute and its administration is a function of this Division.

**Division of School Operations.** The program for the schooling of children residing in Unorganized Territory (E.U.T.) involves the direct operation of five (5) elementary schools for 288 pupils (K-8) in addition to 1,011 pupils who must be tuitioned and transported to local school systems throughout the State. Some sixty employees, twenty-three school buses, and approximately fifty private conveyors are utilized in providing free public education to children of residents in Maine's remote townships. For the first time, adult education programming (Adult Basic Education and high school completion courses) were offered in the Unorganized Territory during school year 1982-1983, and plans are being finalized to expand the adult education opportunities in school year 83-84.

The Maine Conservation School, located at Bryant Pond, is also administered in the Division of School Operations. Conservation and environmental courses were conducted for a total of eight hundred seventy-seven junior/senior high school students and adults in this residential setting during the 1982 season.

**Division of School Nutrition Programs.** The Division administers and supervises the federally subsidized food service programs for public schools, summer recreation sites and summer residential camps. In addition, the unit administers the Nutrition Education and Training Program which has as a priority goal of making available a Basic Nutrition Course to all teachers and school food service personnel.

Maine received nearly $12,500,000 Federal funds to assist schools and other sponsors in providing nutritious meals for children and youth. The State provided $950,000 in matching funds. All meals served to children were reimbursed in whole or in part by Federal funds. In December, 1982, participation in Maine schools averaged 105,193.

Meals Served Daily, December, 1982

| Program | Free | Reduced Price | Regular Price | Total |
|---|---|---|---|---|
| School Lunch | 43,945 | 13,235 | 48,063 | 105,193 |
| School Breakfast | 5,072 | 619 | 1,007 | 6,698 |
| School Milk | 393 | | 1,659 | 2,052 |

The Summer Program is reaching fewer children, but more Maine children this year. As regulations have changed, residential camps have dropped from the program and schools have entered the program.

Meals Served During Summer of 1982

| | |
|---|---|
| Breakfast | 68,495 |
| Lunch | 74,118 |
| Supper | 53,167 |
| Supplement | 39,004 |

**Donated Commodities.** Thirty-three various products were received from the U.S. Department of Agriculture and were distributed to recipient agencies during this fiscal year. Products included dairy items, meats, poultry, vegetables, fruits and various grain products.

Recipients included approximately 112,000 children in school lunch and residential child care centers, 9,500 young people in summer camps and 5,600 persons in tax exempt, non-profit institutions. Certain dairy products were also made available to 3,600 children in 36 day care centers and approximately 2,400 persons in senior citizen centers. A special distribution of over 788,000 pounds of cheese and 328,000 pounds of butter was provided to local Food Banks and Community Action Centers for distribution to needy persons under presidential directives. Distribution was made to over 76,000 households.

For eleven months ending May 1983, we have distributed to all recipient agencies 8,824,850 pounds of product with an approximate value of $6,548,520.00.

This Distributing Agency has entered into processing contracts with eleven different companies producing breads, pizzas, salad dressings, and fish and cheese products. The value of USDA commodities shipped to these companies amounted to $146,000.00 for this eleven month period. This value is reflected in reduced prices to recipient agencies as an added benefit from our program.

**Division of Transportation, Driver Education and Safety.** The Division provides Driver Education program approvals and assistance to secondary schools. Approved programs were offered by 136 schools which issue completion certificates to 8,900 students.

One hundred twenty-six (126) school bus purchase approvals were issued and the expenditure of $4.0 million in school bus purchases and bus note payments were certified for the fiscal year.

**Division of School Facilities.** This division is the approving agency for all major school construction in Maine. In addition, it is responsible for the school leasing program, the energy retrofitting program in schools and the Maine School Building Authority.

Energy audit recommendations have resulted in approvals for energy improvements to public schools totalling $10.7 million. Of this total, energy improvements amounting to $8.7 million have been completed.

During FY 1983, 127 leases were approved for a total of $615,700 to provide space for local administrative units until construction can be approved.

The State Board of Education granted concept approval for 10 pubic school construction projects in the amount of $10,078,975. Four projects totalling $5,638,975 failed to gain a favorable local vote in referendum. Thus, the net approved school construction level for FY 83 was $4,440,000.

**PUBLICATIONS:**

Maine Nutrition Education Needs Assessment (From state-wide assessment) 1979-1980 Technical Report. (Free—receive copy from State Depositories)

Resource Guide for Nutrition Education Annotated Bibliography (Free—receive copy from State Depositories)

Breakfast Brochure (Advertising Brochure)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF SCHOOL MANAGEMENT | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,202,287 | 935,088 | | | 267,199 | |
| Health Benefits | 53,272 | 40,602 | | | 12,670 | |
| Retirement | 186,873 | 144,925 | | | 21,948 | |
| Other Fringe Benefits | 6,093 | 4,550 | | | 1,543 | |
| Other Contractual Service | 2,882,156 | 2,442,575 | | | 104,413 | 335,168 |
| Rents | 3,562 | 1,591 | | | 1,971 | |
| Commodities | 91,437 | 72,815 | | | 7,203 | 11,419 |
| Grants—Subsidies—Pensions | 15,114,743 | 977,223 | 46,140 | | 12,353,955 | 1,737,425 |
| Buildings and Improvement | 2,588,218 | 20,978 | | | | 2,567,240 |
| Equipment | 512,975 | 343,781 | | | 16,514 | 152,680 |
| Interest—Debt Retirement | 877,510 | | | | | 877,510 |
| Transfers to Other Funds | 15,223 | | | | 14,713 | 510 |
| **TOTAL EXPENDITURES** | 23,534,349 | 4,984,128 | 46,140 | | 12,822,129 | 5,681,952 |

# BUREAU OF VOCATIONAL EDUCATION

## ELWOOD A. PADHAM, ASSOCIATE COMMISSIONER

*Central Office:* Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2621
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333

*Established:* 1971 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 076; *Citation:* 20 M.R.S.A., Sect. 1B

*Average Count—All Positions:* 583⅓ *Legislative Count:* 399

*Organizational Units:*
Division of Program Services
Division of Secondary Vocational Education
Division of Adult & Community Education
Division of Postsecondary Vocational Education

**PURPOSE:** The major goal of this Bureau is to expand and improve the quality and extent of vocational education opportunities available to the people of Maine.

Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Vocational Education is authorized to administer State vocational-technical institutes and vocational centers and regions; to develop a State Plan for Vocational Education; to provide vocational educational opportunities as an integral part of secondary and postsecondary public schools; to provide consultant services to local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; to provide financial aid to local education agencies; to expand and to improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; to arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; to coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Department of Education.

**ORGANIZATION:** The Bureau of Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The Board consisted of the Commissioner of Education who served as chairman, and two additional members appointed by the Governor. In 1931, the Board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new Board consisted of the Commissioners of Health and Welfare, and Labor, and the Commissioner of Education who retained chairmanship. In 1949, the Board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Educational and Cultural Resources (Services) was formed, and divided into four bureaus, including the Bureau of Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the Bureau.

**PROGRAM:** The programs of the Bureau of Vocational Education are several but similar in form:

*Agriculture and Natural Resource Programs:* During fiscal year 1982-83, 33 programs of vocational and general agriculture were in place at the secondary level throughout Maine. In addition, there were five postsecondary vocational programs (VTI's) that included agriculture related programs such as wood harvesting, marine occupations, horticulture, and ag mechanics. A total of approximately 1,400 students were served in both the secondary and postsecondary agriculture and natural resource programs. Several school systems across the State also offer courses in agriculture and natural resources that do not constitute a complete program. There was a marked increase in adult education course offerings in agriculture and natural resource areas.

*Business Education:* Business education, a broad and diverse discipline, was offered to several thousand students at 128 of Maine's senior high schools during 1982-83. Student enrollment at the three sites which were recently approved by the State Board of Education as vocational business programs totaled 300.

Educators in business began the 1982-83 school year with a convention on October 3-4, 1982, at the Eastland Motor Hotel, Portland, Maine. Sheryl Lambson, instructor in the business education department at UMM, was recognized as Business Teacher of the Year while in attendance at the convention.

Council members of the Business Education Association of Maine critiqued a list of topics and selected two topics for in-service training sessions. "Strategies for Teaching Word Processing with or without Equipment" was scheduled for Fort Fairfield on November 6, 1982, Machias on March 12, 1983, and in Dexter on May 7, 1983. "Written Communication and the Business Teacher" was conducted at Biddeford on March 12, 1983 and in Brewer on April 9, 1983.

Dr. Roberta Stearns conducted a training session for trainees who will be responsible for promoting the diagnostic principles of Cortez Peters, a renowned typist.

Groups of business teachers, directed by Arthur McEntee, June Gillis, and Dr. Roberta Stearns, spent several days in preparing drafts of curriculum guides in word processing and in typewriting. The guides, when finalized, will be printed and disseminated.

The State Association of Future Business Leaders of America was augmented by the leadership of Donald Berry, Jr. and his attendance at National Conference in Indianapolis, Indiana. Mr. berry presided at the annual conclave for future business leaders and local advisers held at Holiday Inn, Ellsworth, on April 8-9, 1983.

Tests in seven business subjects were administered to 1,846 in all regions of the State. Two hundred eighty-seven competed for State honors at Caribou High and at Thomas College, Waterville, on May 13, 1983.

*Marketing/Distributive Education:* In 1982-83, there were 450 students enrolled in the 16 marketing/distributive education programs in Maine.

Over 400 marketing/distributive education students and adults registered at the 15th annual DECA conference which assembled at Husson College, Bangor, Maine on May 18, 1983. Competitors from the Bath marketing/distributive education program compiled the greatest number of points and was presented the trophy as the outstanding M/DE program. Karey Zurfluh, a student from Region Ten (Brunswick) won the Phillip's 66 Free Enterprise Contest entitling her to attend national competition in New Orleans.

Businesses from the Bangor area donated to the costs of the brochure and the purchase of trophies.

Several schools have infused the use of Interstate Distributive Education Curriculum Consortium (IDECC) materials into their course of study.

*Consumer & Homemaking Education:* In 1982-83, there were 120 senior high schools and 70 middle/junior highs offering consumer and homemaking education to girls and boys. Several of the 120 senior high teachers also taught junior high students at their same schools.

Over 19,000 students in grades 9-12 were enrolled in home economics courses. Twenty percent of those were males.

Scheduled visits were made to 40 schools around the State. Several others were made to assist first-year or returning teachers, to help teachers with curriculum development, discuss facility changes, and to assist administrators who requested service.

Maine home economics teachers held ten area meetings and one all-day regional workshop to provide upgrading and in-service education opportunities to teachers. Focus of the meetings was "Marketing Home Economics."

The home economics related occupations and consumer and homemaking consultants coordinated a one-week summer workshop for teachers and others concerned with child care.

The curriculum committee of the Maine Home Economics Teachers Association held a dinner meeting to advise the State consultant about teacher needs for in-service, curriculum development, and other concerns of home economics teachers. The group began program plans for an all-day workshop to be held in September 1983.

Copies of the "Effectiveness Study of Consumer and Homemaking Education" were distributed to home economics teachers.

The consumer and homemaking program continued at the Maine Correctional Center in South Windham. The full-time instructor served about 100 clients this year through a series of mini-courses and special classes held two evenings a week. Both males and females have been enrolled.

A two-day leadership workshop was held in the fall of 1982 at the University of Maine, Farmington campus, for Maine Future Homemakers of America officers, district chairmen, and their advisers. The Executive Council provided leadership for 513 girls and boys from 32 chapters which were affiliated with the State and National associations.

The annual FHA convention was held in April of 1983 at the In-Town Holiday Inn, Portland. Over 300 youth and adults participated. Focus of the convention was nontraditional careers for women and men.

Six Future Homemakers of America district conventions were held during the year under the guidance of the State and district advisers. Theme for the conventions was "Make Way for Senior Citizens."

The Maine Home Economics and Health Occupations Resource Center continued to serve home economics, health occupations, wage-earning, and some other teachers. Curriculum materials were circulated nearly 7,000 times during fiscal 1983. Several workshops were provided by the coordinator. The Home Economics Consultant serves as a member of the Center Advisory Committee which met twice during the year to provide input for new resources and to assist the Coordinator with administrative decisions.

Consumer and homemaking funds were provided to the two institutions training home economics teachers. The State consultant and college directors/teacher educators met several times to coordinate a cohesive home economics program around the State.

The State consultant serves as a member of the home economics advisory council for the University of Maine at Farmington.

*Industrial Arts:* There are presently 191 industrial arts programs in the State of Maine, with 370 instructors.

In September, every industrial arts vacancy was filled, and there were no long-term substitute teachers due to an intensive recruiting effort by the Bureau of Vocational Education and Office of Certification and Placement.

The Industrial Arts Teacher Education Program at USM will be expanded to the University of Maine in Presque Isle, and courses will be delivered by Fall 1983 by an adjunct and itinerant faculty in Aroostook County.

In-service education activities for 1982-83 included Liability and Safety in School Laboratories, National Standards for Industrial Arts Education, Micro-Computers as a Management and Instructional Tool in Industrial Arts, and High Technology in the Industrial Arts Curriculum.

Work also progressed on a new safety education curriculum guide which should be published and ready for dissemination by Fall 1983.

*Health Occupations:* In cooperation with the Maine State Board of Nursing, the Maine Advisory Board for Health Occupations, the Maine Health Occupations Educations Association, the Bureau funded a curriculum project which will result in the update of training materials for the Certified Nursing Assistant program. This project is being conducted in con-cert with the update of Chapter V-Rules and Regulations of the Maine State Board of Nursing which governs training programs preparing Assistants to Nurses.

During FY 1982-83, 1,154 Certificates of Training were issued to graduates of secondary, postsecondary and adult programs preparing Assistants to Nurses.

In January of 1983, the State's second L.P.N. to Associate Degree R.N. program was implemented at the Kennebec Valley Vocational-Technical Institute in Waterville.

In May of 1983, the Department of Human Services transferred the authority for training of Medications Technicians for ICF-MR group facilities to the Bureau of Vocational Education. These training programs will consist primarily of programmed instruction modules which will be monitored by an R.N. preceptor/instructor and will be sponsored through the adult education delivery systems.

The State Advisory Board for Health Occupations expanded its membership to include a broad representation from allied health careers other than nursing. Board activities focused on updating manpower needs/job opportunities data as pertains to future directions in programming. Notable findings included the steadily increasing number of new and emerging occupations and the trend towards computerization in the health care industry.

A satellite L.P.N. program serving disadvantaged (geographically isolated) adults continued in its third year of successful operation at Houlton. The generic program at Northern Maine Vocational-Technical Institute "links" with the Houlton satellite via a telecommunications (telelecture) phone system and a traveling instructional staff.

A second satellite L.P.N. program at Ellsworth is administered by Eastern Maine Vocational-Technical Institute and funded entirely through the joint efforts of Penobscot Consortium (C.E.T.A.) and Project Hancock, a consortium of Hancock County health care facilities.

*Wage-Earning:* During FY 1982-83, a summer institute on Infants, Toddlers and their Parents was held for vocational child care instructors and day care personnel at the University of Maine at Farmington, with 72 participants completing the program.

In January of 1983, work was completed on a new curriculum guide for secondary food service instructors. This guide will be disseminated to instructors in the fall of 1983, with planned in-service workshops to introduce the guides to Maine's vocational food service instructors.

During 1983, the clothing and textiles program at Biddeford revised its focus in keeping with area/state manpower needs. The proposed new program, to be implemented in the fall of 1983, will be retailing and fashion merchandising.

The State Food Service Advisory Board continued its active role in supporting the curriculum development project and in providing direction for the development of sanitation/hygiene regulations for the State's secondary and postsecondary food service programs.

Seven of the State's food service programs implemented the National Institute for the Food Service Industry certified sanitation program.

The Portland Vocational Center child care program graduated its first class under the Child Development Associates Consortium national credentialing program. Approved by the U.S. Office of Education, this program provides a nationally-recognized certificate to successful graduates which enables them to be readily employable as a Child Development Associate in day care centers, play schools, Head Start facilities.

A new program to train handicapped secondary food service students was implemented in Lewiston. Under the direction of a vocational food service instructor and a special education instructor, the program is designed to prepare students with employable skills in the food service industry.

*Trade and Industry:* Trade and Industrial programs are those programs that encompass hard trades such as welding, machine tool, etc. In the 1981-82 fiscal year, there were 149 secondary vocational programs covering 20 occupational areas offered in 32 locations throughout the State. These programs provided entry level vocational education to 4,331 Maine students.

The in-service contract with the University of Southern Maine was renewed for this year and provided Maine's vocational instructors with a series of technical updating seminars and workshops. Course offerings in the teaching of vocational education continue to be delivered throughout the State with the services of an itinerant instructor from the USM campus. These courses, workshops and seminars help improve the quality of vocational education and assist vocational instructors in meeting recertification requirements.

*Handicapped Persons:* Vocational education programs for handicapped individuals in secondary schools are designed to teach job skills at levels commensurate with ability. The capabilities and invididual needs of students are determined by Pupil Evaluation Teams and are outlined in the Individual Education Plans. These projects must insure that appropriate support (related) services are provided to help handicapped students benefit from vocational education. These services include job placement and follow-up, specialized vocational counseling, remedial instruction, and other services as outlined in the Individualized Education Plan. A total of 19 projects were funded by the Bureau of Vocational Education with federal monies. During the year, 945 handicapped students received special services through the federal projects.

*Cooperative Agreement:* Two of the long range goals for fiscal year 1982 have been met and have been expanded during FY 1983. Twenty local meetings involving representation from Vocational Education, Special Education, and Vocational Rehabilitation were carried out for the purpose of providing training that explains their role in interagency vocational programming for handicapped students. As a result of these meetings, 16 regional cooperative agreements have been written, signed, and implemented as a guide for streamlining services for handicapped students. Four agreements are in the process of completion.

*Teacher Training:* During fiscal year 1983 a top priority of the Bureau of Vocational Education was and will continue to be the training of occupational and vocational staff, as well as correctional system personnel, in techniques and methods of identifying and working with students who may be recognized as disadvantaged or handicapped.

A contractual relationship with the University of Southern Maine has been continued for implementing a staff development system to improve instructional competence of vocational teachers of Maine so that they can deal more effectively with handicapped and disadvantaged student populations. The concept of ongoing long-term commitments to staff development efforts within vocational institutions of Maine has been encouraged, and more emphasis is being given to individual professional growth of vocational educators.

The vocational staff development system provided 93 professional growth activities with participant enrollment of 1,649. All of the secondary regions and centers and the six postsecondary vocational-technical institutes utilized this contractual relationship to provide training for their teachers.

Workshop topics were in the areas of: Methods of Instruction for Working with the Disadvantaged and Handicapped, Methods of Curriculum Development, Pre-Service Institutes, Practices and Trends in Special Education, Metrics, Computer Assisted Design, Programming for the Handicapped, Institute for Simulated Office Practice, Health Occupations Workshops, Functional Programming for Handicapped, Teacher Liability Workshop, Individualized Instruction and Precision Teaching, Workshop on Craft Committees, Safety Workshop, Training the Non-Traditional Student and Worker, Designing and Implementing Effective Individual Education Plans, and Vocational Agricultural Curriculum.

*Disadvantaged Persons:* Thirty-seven projects were funded during fiscal year 1983 and provided services to 3,092 secondary, postsecondary, and adult students. These services include skill development, developmental math, developmental reading, guidance, and placement. These projects include services to displaced homemakers and inmates at correctional institutions. A major goal for FY 1984 is to provide individualized instruction when needed and reduce the attrition rate at all levels.

*Evaluation:* The Bureau of Vocational Education continued to operate under management by objectives during fiscal year 1983. The process entails a self-evaluation lasting six or seven months and a special team visitation to audit the self-evaluation results. Seven schools have been involved in the self-evaluation process and have been given five-year approval by the State Board of Education during FY 1983. Six schools have begun their evaluation process during FY 1983 and will be going for State Board approval during FY 1984. Five other schools will be involved in the self-evaluation process during FY 1984.

*Construction of Schools:* Vocational Region 10, Eastern Cumberland-Sagadahoc County, will be completed in August of 1983.

*Exemplary and Research:* The Maine Audubon Society has refined the five curriculum guidebooks that they are working on dealing with vocational education and the importance of energy efficiency. Guidebooks have been developed in the following areas: home economics, building trades, plumbing and heating, marine occupations, and auto mechanics. These guidebooks convince, motivate, and direct vocational educators by connecting energy education with a teacher's own experience, interest, and need. Basic energy concepts are identified and explained. Learning activities and methods are developed which integrate energy materials and concepts into classroom, laboratory, and workshops.

*Vocational Education in Postsecondary Schools:* Maine has six postsecondary vocational-technical institutes (VTI's) located throughout the State. These institutes are funded by State legislation, while the State Board of Education has responsibility for their operation, administration, and supervision through the Department of Educational and Cultural Services, Bureau of Vocational Education. As stated in Maine's State Plan for Vocational Education, the major goal of postsecondary vocational education is to provide quality programs and services to all citizens who need and desire occupational or technical education at the postsecondary level. Achieving this goal is the responsibility of Maine's six vocational-technical institutes. The six VTI's offer a wide range of technical, industrial, health, and business programs at the associate degree, diploma, and certificate levels.

Full-time daytime enrollment at the VTI's for fiscal year 1983 was 3,718. Each institute offers an adult education program, and the enrollment for 1982-83 is estimated at 17,000 students. The VTI's offer an estimated 120 programs each year. In 1982-83, they employed 294 instructional staff and have an administrative staff of 42.

Student aid is made available to VTI students through College Work Study, State Scholarship Grant, State Student Incentive Grant funds, along with individual scholarships offered at the respective VTI's. Remedial programs are offered through Federal Vocational Education funds; CETA programs are funded at the VTI's under the six percent Vocational Education Grant through CETA Title II funds.

Construction was completed during FY 1983 on several construction projects authorized by a bond issue of June 1980. This included a Mechanic's Trade Building at NMVTI, a Machine Tool Mechanic's Building at SMVTI, and renovation and expansion of acquired facilities in Fairfield for KVVTI.

*VTI Work Study:* College Work Study programs are offered by each of the postsecondary vocational-technical institutes to aid students with their educational costs. During fiscal year 1983, an estimated 562 students participated in work study programs. Students were employed as office workers, custodians, maintenance helpers, and groundskeepers.

*Industrial Education Degree Programs:* Four hundred fifty-seven (457) persons are matriculated in Industrial Education degree programs at the University of Southern Maine. At year's end, 21 received baccalaureate degrees in Industrial Education.

*Cooperative Vocational Education and Work Study Programs:* Vocational cooperative education programs provide Maine students with a planned work/learn sequence in local businesses and industries in accordance with Maine labor laws. Related instruction supplementing the job experience is provided in classroom settings while the skills are learned in paid job experiences with the cooperation of area employers. In the 1981-82 fiscal year, 68 programs were offered in 40 locations throughout the State. These programs served 1,713 students in cooperation with Maine employers.

*Adult Vocational Education:* Adult vocational education is delivered through Maine's vocational-technical institutes, vocational centers and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

During the 1982 fiscal year, total enrollments in these categories were nearly 23,000. The Bureau of Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. Home basing—a method of guiding apprentices through related instruction—continues to be one of the Department's major thrusts.

*Maine Adult Education Program:* Public school adult education in the State of Maine includes the Adult High School Diploma program; the GED program, general evening school, community education, adult handicapped, basic literacy (State funded), and adult basic education (federally funded). One hundred forty local agencies in the State now offer some type of adult education programming. Enrollments during fiscal year 1982 totalled nearly 80,000. The adult high school diploma and GED programs are geared for adults to earn their secondary school credentials, while general evening school offers programs in avocational skills. Basic literacy programs are offered those persons with a low level of educational attainment, and adult handicapped programs are offered for those adults with physical or emotional handicaps who find it difficult to participate in regular adult education programming. Community education is a concept of involving the community in the educational process, including the utilization of citizens' advisory councils.

*Fire Service Training:* The Fire Service Training Program employs a staff of three full-time administration and staff people and 21 part-time field instructors. During FY 1982-83, 84 training courses were taught in every county of the State. There were 1,006.5 hours of instruction provided in hands-on firefirghting skills and related knowledge. In addition, 42-hour Fire Service Instructor I Academies were pilot tested in the Washington County, Franklin County and York County regions. Seventy training officers were State-certified as a result of those pilot programs.

The Maine State Fire Academy trained and certified 18 firefighters in an intense 72-hour program conducted jointly with NMVTI and the Presque Isle Fire Department.

In addition to direct delivery of training, the FST Program assisted regional fire training organizations in delivering nine week-end Fire Attack Schools attended by nearly 2,800 Maine firefighters.

Other services provided include fire apparatus specification and acceptance testing, performance testing, as well as fulfilling more than 600 requests for audio/visual aid materials from the FST library.

A one-year curriculum development process, accomplished by FST Instructors, funded with vocational education monies, has yielded a comprehensive firefighting curriculum based on National Fire Protection Association Standards, which will be implemented July 1, 1983. The transition to performance-based instruction provides the foundation for a fire education and training "system," linking all of Maine's fire service educational organizations into a coordinated effort.

*Veterans Education:* During Fiscal Year 1983, the Veterans Education Unit of the Department continued to work with officials of schools and job training establishments to maintain and enhance the quality of education and training provided to veterans and eligible dependents. School and on-the-job training establishment activity remained stable throughout the year. Funding was consistent with that of previous years.

During Fiscal Year 1983, the Veterans Education Unit provided a range of program approval and supervisory activities with 40 institutions of higher learning, 19 branches of these 40 institutions and 60 schools which offer non-college degree programs. In addition, the unit was involved in approval and supervisory activities with 150 training establishments which offer one or more on-the-job training programs. There were approximately 2,000 veterans and eligible dependents participating monthly in education and training programs throughout the fiscal year. They brought approximately $10,500,000 into Maine through the receipt of Veterans Administration Educational Benefits.

Several pieces of legislation have been introduced into both branches of Congress dealing with the passage of a new GI Bill. Emphasis is on the recruitment and retention of highly qualified personnel in our armed services. It appears that adequate support for such legislation would not be available until, at least, 1984.

Veterans Education Unit staff have been very active in official positions of the National Association of State Approving Agencies. The coordinator of the Unit has served as Secretary-Treasurer for 1983 and is a candidate for Vice President of the National Association for 1984.

## LICENSES, PERMITS, ETC.:

Certificate:

- Certified Assistants to Nurses at Basic, Advanced, and Administration of Medications (Pharmacology) levels

## PUBLICATIONS:

Various publications in the following categories are available free of charge:

- Adult Education
- Agriculture
- Consumer and Homemaking Education
- Home Economics Wage-Earning Programs
- Industrial Arts
- Trade and Industry
- Vocational-Technical Institutes
- Miscellaneous Bureau Publications
- Directory of Schools and Training Establishments Approved for the Education and Training of Veterans and Dependents
- Cooperative Agreement (programs & services to handicapped students)
- A Handbook for Local Advisory Councils on Vocational Education

Instruments and Procedures for the Evaluation of Vocational/Technical Education Programs
A Model for Placing Handicapped Students in Vocational Programs
Publication for Equity Guidelines for State Department Staff
Safety Education in the School Shop

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF VOCATIONAL EDUCATION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 849,137 | 204,131 | 42,023 | | 602,983 | |
| Health Benefits | 30,175 | 6,199 | 1,566 | | 22,410 | |
| Retirement | 136,616 | 32,517 | 6,785 | | 97,314 | |
| Other Fringe Benefits | 5,314 | 1,136 | 201 | | 3,977 | |
| Computer Services—State | 71,441 | | 200 | | 71,241 | |
| Other Contractual Service | 595,939 | 109,296 | 17,821 | | 468,822 | |
| Rents | 9,250 | 1,207 | 7,201 | | 842 | |
| Commodities | 14,054 | 2,133 | 943 | | 10,978 | |
| Grants—Subsidies—Pensions | 3,050,524 | 1,848,867 | 50,000 | | 1,151,657 | |
| Equipment | 7,131 | | 325 | | 6,806 | |
| Transfers to Other Funds | 199,669 | | 1,771 | | 197,898 | |
| **TOTAL EXPENDITURES** | 4,969,250 | 2,205,486 | 128,836 | | 2,634,928 | |

# CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE

**NELSON J. MEGNA, DIRECTOR**
**WILLIAM L. VASSAR, Asst. Director**

*Central Office:* 1250 Turner St., Auburn *Telephone:* 784-2385
*Mail Address:* 1250 Turner St., Auburn, Maine 04210

*Established:* 1964 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 440; *Citation:* 20 M.R.S.A., Sect. 57

*Average Count—All Positions:* 67½ *Legislative Count:* 67½

**PURPOSE:** The purpose of Central Maine Vocational Technical Institute (CMVTI) is to offer vocational and technical training. Full-time courses are aimed toward students who have completed or left the secondary school. Short-term courses are also provided for adult workers. Technical courses are at a level beyond the secondary school level and normally require high school graduation for entry. Other vocational courses offered are usually of somewhat greater depth and sophistication than similar courses offered at the high school level. As CMVTI expands, it is expected that most new courses will be at the technical level.

**ORGANIZATION:** CMVTI was organized on July 5, 1964, and first offered its curriculum of four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the institute leased a building in Lewiston, and in January of 1966, it was relocated to its present site, located on a 110 acre tract donated to the Institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The Institute now offers 12 programs of study: Architectural and Civil Engineering, Automotive Technology, Building Construction Technology, Electromechanical Technology, Food Prep Training, Graphic Arts Technology, Machine Tool Technology, Practical Nursing, Power Engineering Technology, Property Tax Assessment, Sheet Metal Technology and Welding Technology. Of these, Practical Nursing is a three semester program, commencing in September and ending in July. Welding is a 26-week program which starts in September and ends in March. All other programs are two years in duration. CMVTI awards certificates, diplomas and associate degrees to these students who have successfully completed program requirements.

The CMVTI campus now includes three dormitories, a vehicle maintenance building, and the initial building which has sustained four additions to house the Graphic Arts, Practical Nursing, Machine Tool, Learning Resources, Sheet Metal, Power Engineering and Electromechanical Technology Programs.

As with the other vocational technical institutes, CMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services.

**PROGRAM:** Central Maine Vocational Technical Institute's program can be divided into 3 categories: full-time entry level programs, part-time supplemental programs, and special community interest programs.

**Entry Level Programs.** These are full-time intensive programs designed to provide training at the post-secondary level for entry into trade, industry or commerce positions. Curricula for these courses is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are approved by the director. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields. An attempt is currently underway to allow for individual differences in regard to advanced placement of students within the courses, so as not to place students into redundant learning experiences.

To date, a number of learning modules have been produced with the aid of the Learning Resources Department. These modules are being tested and revised and put into use in order to increase the flexibility of courses, increase learning potentials, and improve instruction efficiency. This is an on-going effort.

**Supplemental Programs.** These are mostly evening part-time courses offered to employed and unemployed individuals in order to supplement their present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These programs draw on assets of the full-time programs and on materials provided through outside trade, industry and academic sources.

**Special Community Interest Programs.** These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Programs in this area range from seminars co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI serves a catalytic role and a place to hold meetings, as well as a means of organizing such seminars. These programs may be presented either at CMVTI, or at other off campus locations, but under the sponsorship or co-sponsorship of CMVTI. Programs have been organized through CMVTI and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

**Student Performance Data.** In the past, CMVTI has employed one, five, and ten year student follow-ups to assess student performance in terms of the performance of employees in occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Over-all results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields. In addition, a more recent comprehensive ten year survey has just been completed, which shows that approximately 93% of those trained in the last ten years are still employed in their related fields, and that they have experienced career growth and advancements consistent with the stated goals and objectives of CMVTI.

During FY 83 there were approximately 450 full-time day students and approximately 2,000 night students receiving supplemental training at the Institute.

**LICENSES, PERMITS, ETC.:**

Associate Degree in Applied Science
Diploma
Certificate of Completion

**PUBLICATIONS:**

CMVTI Catalog
CMVTI Student Handbook (current each year)
CMVTI Program Brochures (illustrated folders which describe each of the programs offered)
CMVTI Adult Education Catalog (issued twice each year)
CMVTI Alumni Newsletter (issued semiannually)
CMVTI Student Yearbook (prepared annually)

All but the last of these publications are available without charge and may be obtained by addressing requests to the Institute.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,387,376 | 1,250,539 | 43,646 | | 93,191 | |
| Health Benefits | 59,546 | 55,088 | 1,614 | | 2,844 | |
| Retirement | 215,799 | 197,494 | 6,981 | | 11,324 | |
| Other Fringe Benefits | 2,373 | 2,146 | 78 | | 149 | |
| Other Contractual Service | 324,633 | 230,237 | 49,138 | | 45,258 | |
| Rents | 30,620 | 29,649 | 521 | | 450 | |
| Commodities | 354,438 | 301,134 | 40,034 | | 13,270 | |
| Grants—Subsidies—Pensions | 185,428 | | | | 185,428 | |
| Buildings and Improvement | 997 | | 997 | | | |
| Equipment | 63,720 | 15,410 | 47,924 | | 386 | |
| Transfers to Other Funds | 1,179 | | 465 | | 714 | |
| **TOTAL EXPENDITURES** | 2,626,109 | 2,081,697 | 191,398 | | 353,014 | |

# EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE

**ALAN CAMPBELL, DIRECTOR**
**DR. THOMAS BURKE, Assistant Director**

*Central Office:* Hogan Rd., Bangor *Telephone:* 942-5217
*Mail Address:* Hogan Rd., Bangor, Maine 04401 289-2958

*Established:* 1965 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 441; *Unit Citation:* 20 M.R.S.A., Sect. 2263

*Average Count-All Positions:* 76 *Legislative Positions:* 68

**PURPOSE:** Programs at Eastern Maine Vocational Technical Institute are intended to prepare the individual for immediate employment upon graduation.

The Institute offers an educational program at the one and two-year post-secondary level to train technicians to function as productive members of society. These graduates will have acquired the vocabulary of technicians, understand the basic priniciples of the fundamental sciences which are common to both the professional and semi-professional aspects of technology, and will be able to supervise and assist the skilled worker in the production or construction with which he is faced.

**ORGANIZATION:** EMVTI started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of $1,000,000 had been made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations made possible an addition to the Building Construction shop, and a laboratory wing. In 1971 these resulted in the inauguration of four new programs; Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974, the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided living facilities for a total of approximately 200 students. A large building orginally owned by the Bangor Mental Health Institute was donated to EMVTI and converted into a much needed athletic facility. This was ready for use in 1974.

Construction of a mechanical building to house 4 programs (welding, heating, air conditioning and refrigeration) has been completed. The programs were implemented in 1979-80. EMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

**PROGRAM:** During FY 1983 Eastern Maine Vocational-Technical Institute (EMVTI) has operated fourteen (14) full time programs and 180 part-time programs. There were 623 full-time students and 2,400 part-time students.

Major progress in FY 1983 was in completion of roof repair, Drug and Alcohol Education programs, and preparation for visiting team of evaluators from The New England Association of Schools and Colleges and The Accrediting Bureau for Engineering Technology. Energy consumption was lowered for the fourth consecutive year.

The E.M.V.T.I. program is a planned balance of classroom, laboratory, and practical experiences designed to produce competent technicians. Students are encouraged to develop proper work attitudes and habits in conjunction with skill development. All students pursue a carefully planned related subject program in communications, mathematics, and social awareness that seeks to complement specific job skills.

**LICENSES, PERMITS, ETC.:**

Associate Degree in Applied Science
Diploma
Certificate of Completion

**PUBLICATIONS:**

Eastern Maine Vocational Technical Institute—Catalog -'82-84

Student Handbook 1982-83

Adult and Continuing Education. A listing of fall semester CED courses (updated by semester).

Single brochure for all programs.

All publications are available without charge at the school.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,645,905 | 1,304,476 | 147,563 | | 193,866 | |
| Health Benefits | 65,884 | 56,211 | 4,034 | | 5,639 | |
| Retirement | 253,830 | 205,457 | 29,141 | | 19,232 | |
| Other Fringe Benefits | 2,126 | 1,731 | 150 | | 245 | |
| Other Contractual Service | 493,578 | 415,291 | 66,834 | | 11,453 | |
| Rents | 8,617 | 4,501 | 3,791 | | 325 | |
| Commodities | 308,270 | 178,736 | 125,874 | | 3,660 | |
| Grants—Subsidies—Pensions | 227,199 | 9,409 | | | 217,790 | |
| Equipment | 40,950 | 24,869 | 15,285 | | 796 | |
| Transfers to Other Funds | 6,731 | | 4,218 | | 2,513 | |
| **TOTAL EXPENDITURES** | 3,053,090 | 2,200,681 | 396,890 | | 455,519 | |

# KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE

## BERNARD A. KING, DIRECTOR

*Central Office:* Western Ave., Fairfield; Gilman St., Waterville *Telephone:* 453-9762
*Mail Address:* P.O. Box 29, Fairfield, Maine 04937; Gilman St., Waterville, Maine 04901
*Established:* 1969 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 442; *Citation:* 20 M.R.S.A., Sect. 2263
*Average Count—All Positions:* 48

**PURPOSE:** As an institution of higher learning, K.V.V.T.I. is dedicated to the delivery of quality vocational technical education in the areas of trades, allied health, business and industry.

In consideration of human, financial, and physical resources, K.V.V.T.I. provides post-secondary vocational education through degree and diploma programs, as well as continuing education opportunities.

This Institute believes that vocational education and the development of the person must begin with the acquisition of relevant knowledge leading to a fulfilling and suitable career, and that the process of acquiring a meaningful education must continue throughout one's lifetime.

Furthermore, it is our belief that K.V.V.T.I. provides quality programs and services to all qualified individuals who need and desire vocational education and assistance in exploring and participating in both traditional and non-traditional career options.

**ORGANIZATION:** Kennebec Valley Vocational Technical Institute (KVVTI) was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVVTI began operations in the fall of 1970 using equipment and facilities of the Regional Technical Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVVTI occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979 the legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education along with the other five (5) vocational technical institutes (VTIs). During the summer of 1980, KVVTI purchased 60 acres of land and buildings adjacent to I-95 in Fairfield. Programs are now offered at both the Fairfield and Waterville sites.

KVVTI is now governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

**PROGRAM:** KVVTI offers the following full-time vocational programs: Heavy Equipment Maintenance, Carpentry, Electrical, Business Administration, Secretarial Science, Health Occupations, Medical Assistant, Respiratory Therapy Technician, Licensed Practical Nursing, and Associate Degree in Nursing. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of all adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters-millwrights. Growth has been increasing to the point that KVVTI's programs are fully subscribed.

KVVTI endeavors to meet the following objectives in its programs and services:

1. To provide occupational/education programs which prepare students for realistic employment upon graduation.
2. To provide programs which place emphasis upon building competencies in mathematics and communication skills.
3. To provide courses that contribute to a broad educational base upon which the students can build during their lifetime.
4. To assure that courses offered conform to standards that will allow students to continue their education at other colleges and universities.
5. To assist in the economic development of our community by providing skills retraining and pertinent state-of-the-art courses.
6. To assure that programs and courses reflect responsive planning, implementation and evaluating processes.

The stated goals and objectives of KVVTI outline the areas which will provide for growth and expansion.

KVVTI provided vocational education to over 260 regular day students during FY 1983, while evening division enrollment exceeded 2,719. Placement of graduates has averaged 82%. Although enrollment in programs is not limited to Maine students, the Institute draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Adult courses cover a wider geographical area, from Jackman to Rockland. KVVTI received full accreditation by the New England Association of Schools and Colleges in December, 1979.

**LICENSES, PERMITS, ETC.:**

KVVTI awards diplomas to all students satisfactorily completing all one school year program requirements. Certificates are presented in the short term programs.

The associate degree is granted to all students satisfactorily completing the two-year Business Administration or Secretarial program at KVVTI.

**PUBLICATIONS:**

KVVTI catalog revised bi-annually. Sent to all interested students, guidance, and various agencies. Provides general information of the Institute's programs, application procedures, courses, etc.—free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures—free.

Brochures—assorted brochures which provide general information of the Institute's regular and adult education courses to interested citizens. Special brochure aimed at qualified veterans—free.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 815,937 | 632,806 | 54,525 | | 128,606 | |
| Health Benefits | 30,295 | 24,318 | 982 | | 4,995 | |
| Retirement | 129,852 | 101,143 | 8,638 | | 20,071 | |
| Other Fringe Benefits | 1,071 | 998 | | | 73 | |
| Other Contractual Service | 167,697 | 97,119 | 45,392 | | 25,186 | |
| Rents | 254 | 254 | | | | |
| Commodities | 92,194 | 68,805 | 13,009 | | 10,380 | |
| Grants—Subsidies—Pensions | 7,972 | 9,129 | —1,157 | | | |
| Purchases of Land | 766 | 766 | | | | |
| Equipment | 61,622 | 18,399 | 6,191 | | 37,032 | |
| Transfers to Other Funds | 1,421 | | 580 | | 841 | |
| **TOTAL EXPENDITURES** | 1,309,081 | 953,737 | 128,160 | | 227,184 | |

# NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

**RICHARD KNIGHT, DIRECTOR**
**JAMES C. PATTERSON, Assistant Director**

*Central Office:* 33 Edgemont Dr., Presque Isle *Telephone:* 769-2461
*Mail Address:* 33 Edgemont Dr., Presque Isle, Maine 04769

*Established:* 1962 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 443; *Citation:* 20 M.R.S.A., Sect. 2263

*Average Count-All Positions:* 93 *Legislative Count:* 69

**PURPOSE:** The major goal of this Institution is to provide quality instruction in various occupational skills and related subject areas. This assures the accessibility and diversity for graduates of our full-time and part-time programs to obtain employment in their chosen occupation. An additional goal is to provide services and learning experiences to students in an effort to provide leadership, citizenship, and the tools necessary to function in a complex environment as a productive citizen.

**ORGANIZATION:** NMVTI is a State supported, postsecondary institution, governed by the State Board of Education and administered by the Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A M.R.S.A.

The Institute was founded in 1961 and is located on an 87 acre tract on the former Presque Isle Air Force Base. For the first eight years the school operated from converted Air Force facilities. The first new permanent building was completed in 1970, and seven others have been added since that date. Construction of a new mechanical trades building is scheduled for completion in November of 1982.

The school began in 1963 offering four occupational programs with an enrollment of 78 students. In School Year 1982-83, NMVTI offered training in 19 occupational programs with an enrollment of 577 students. As a postsecondary institution, NMVTI offers two-year Associate Degree programs, two-year Diploma, and Certificate programs of 1 year or less.

**PROGRAM:** During FY 83 the Day School Division served over 575 students in 19 occupational programs. A total of 260 students graduated in May, 1983, with 104 receiving Associate Degrees, 147 receiving Diplomas and 9 receiving Certificates. Job placement opportunities were favorable with an anticipated placement rate of 85%.

The Division of Adult Education served over 3,000 students throughout the County offering various courses on campus and at satellite centers located in Hodgdon, Houlton, Van Buren, and Sherman. Training programs were also offered for business and industry. Special services and programs were offered during the year for various agencies such as CETA, Migrant Education, Aroostook Community Action Program (ACAP) and Forestry.

Major activities during the year included: 1) Administration and supervision of a Migrant program for High School age students to become familiar with vocational education; 2) Hosting the Fire Fighters Academy for two weeks; 3) Hosting the Spruce Bud Worm Spray program. NMVTI served as base headquarters for the total operation. Housing, feeding and office space was made available for up to 150 individuals; 4) Construction of a new mechanical trades building was completed in November of 1983. 5) A joint project was undertaken by the Bureau of Recreation, City of Presque Isle and NMVTI to build a lighted soccer-softball athletic field. This project is expected to be completed by the Fall of 1983. 6) A 6-week program for women was offered through the Women's Training Employment Program.

**LICENSES, PERMITS, ETC.:**

Associate Degree
Diploma
Certificate

**PUBLICATIONS:**

Pamphlets describing the occupational programs
Student Handbook
Annual Status Report
Institute Catalog
Financial Aid Brochure
Admissions Requirement Information Sheet
Admissions Summary Sheet
Adult Education Schedules—2 times per year
(These publications are all free.)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,050,433 | 1,368,530 | 202,621 | | 479,282 | |
| Health Benefits | 83,610 | 64,913 | 4,886 | | 13,811 | |
| Retirement | 307,501 | 215,077 | 35,060 | | 57,364 | |
| Other Fringe Benefits | 3,542 | 2,751 | 399 | | 392 | |
| Other Contractual Service | 605,981 | 423,484 | 131,845 | | 50,652 | |
| Rents | 48,034 | 24,666 | 23,368 | | | |
| Commodities | 546,726 | 352,285 | 179,884 | | 14,557 | |
| Grants—Subsidies—Pensions | 376,348 | 21,481 | 5,783 | | 349,084 | |
| Buildings and Improvement | 43,206 | | 43,206 | | | |
| Equipment | 102,630 | 50,817 | 19,124 | | 32.689 | |
| Transfers to Other Funds | 16,769 | | 10,245 | | 6,524 | |
| **TOTAL EXPENDITURES** | 4,184,780 | 2,524,004 | 656,421 | | 1,004,355 | |

# SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

**WAYNE H. ROSS, DIRECTOR**
**WILLIAM WARREN, Assistant Director**

*Central Office:* Fort Rd., So. Portland *Telephone:* 799-7303
*Mail Address:* Fort Rd., So. Portland, Maine 04106
*Established:* 1946 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 444; *Citation:* 20 M.R.S.A., Sect. 2263
*Average Count—All Positions:* 176 *Legislative Count:* 106½

**PURPOSE:** Southern Maine Vocational Technical Institute is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The institute believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility, to successfully compete in a chosen occupational field.

**ORGANIZATION:** Southern Maine Vocational Technical Institute was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences necessitated more comprehensive facilities. During the summer of 1952 the institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational technical institutes within the state required the name to be changed to Southern Maine Vocational Technical Institute, (SMVTI).

The present SMVTI campus of approximately sixty acres now consists of forty buildings, ranging from the technical instruction facilities to storage sheds. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography
Automotive Technology
Building Construction
Culinary Arts
Electrical Technology
Industrial Electronics Technology
Electronics Technology
Heating & Air Conditioning
Hotel-Motel-Restaurant Management
Industrial Electricity
Law Enforcement Technology
Practical Nursing
Machine Tool Technology
Marine Science
Plant & Soil Technology
Plumbing & Heating
Radiologic Technology
Respiratory Therapy
Wastewater Treatment Plant Operator

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the institute to maintain maximum efficiency of facilities and personnel.

SMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

**PROGRAM:** The past year has been an interesting one for Southern Maine Vocational Technical Institute. The acceptance of the quality of the institution by students and employers has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

**Students.** Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,415 in the 82-83 school year. An additional 5,000 persons were served through the Adult Division in courses for upgrading, retraining and apprentices. This division also provided courses for over thirty area industries, businesses, trade associations and communities to assist in upgrading personnel. These courses are offered in-plant or on campus and are specifically designed for the industry.

SMVTI courses in York County Community College Services (YCCCS) had an enrollment of 60 students.

**Financial Aid.** The amount of financial aid obtained to assist students in completing their education amounted to approximately $600,000 for 82-83. Student assistance is received through federal programs of Pell Grant,Supplemental Education Opportunity grant, College Work-Study and Maine guaranteed student loans. The number of recipients grew to over 600 students who were also able to receive some personal as well as financial counseling through the program. The Veterans Cost of Instruction program on campus has received commendation for its services and continues to serve veterans. Job placement at graduation is holding at approximately 90%.

**Other Activities.** This past year has been one of energetic progress here at SMVTI, and as it goes into the decade of the 80's it is making great strides as a leading postsecondary educational institution in New England. It is interesting to note that a recently published enrollment fact sheet lists SMVTI as the eighth largest postsecondary educational institution in Maine in terms of full-time equivalency students enrolled.

Applications for admission to day programs have increased dramatically and may total 2,000 for next fall's 650 freshman slots. There continues to be a high demand for such programs as Culinary Arts, Electronics, Health Programs, Machine Tool Technology and Hotel/Restaurant Management. With the new Machine Tool building nearing completion, staff members look forward to expanding capabilities as well as continuing the successful apprenticeship program, a cooperative venture between SMVTI and area industries. Additionally, the Allied Health programs have developed rapidly. Radiological Technology, Respiratory Therapy, Radiation Therapy and Surgical Technology are now offered at the Associate Degree level. Placement of students in these fields, as in most SMVTI programs, is 100 percent.

Other changes in curriculum include a Dietitian Technician credential in Culinary Arts, a proposed program to upgrade Licensed Practical Nurses to Associate Degree Registered Nurses, a possible hardware-oriented, two-year program in Computer Technology, and numerous short-term technical programs, funded by CETA, to meet demands of industry in areas of Secretarial Science, Machine Tool, Building Construction and Electro-Mechanical Maintenance.

Our faculty has been provided with staff development funds to enable them to keep up with the growing technologies demanded by today's industries. We are proud of our faculty accomplishments, and they would be an asset to any school in the country. Our dedicated support staff personnel are amazing in the way they provide assistance in the operation of a facility of this size and contribute so much to the success of the institution.

A grant of $35,000 has been received from the federal government to upgrade the athletic field, and SMVTI will provide matching funds to complete this multi-use field. The matching funds will be coming from a benefactor who has donated funds to the school over the past three years. These funds have been invested for a campus-wide project.

A cooperative agreement between the City of South Portland and SMVTI is resulting in the development of the Spring Point Shoreway which will provide a walkway around the campus next to the shore front. Phase 3 has been completed with a walkway from the beach to the Electrical Building, and an arboretum constructed, along with a covered outdoor picnic area.

Public relations activities have included regular press releases on people and events at the institute, and improved relations with local media personnel. A tabloid newsletter summarizing the year's activities was published in May. In addition, special events include a two-day Open House in October.

In alumni development, a computerized master file of all graduates was created, thus enabling the institute to contact its 6,500 graduates. On June 25th a festival and homecoming celebration welcomed alumni for the first such time in seven or more years. During the 1983-84 school year, the administrative assistant has facilitated rejuvenation of the alumni association and returned primary control to the graduates themselves. Administration will still maintain a close liaison with the group for events and mailings.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

**PUBLICATIONS:**
No charge for any of the following publications:

- Campus Map
- Information Sheet
- Admissions Policies
- Program Brochures as follows:
  - Applied Marine Biology & Oceanography
  - Automotive Technology
  - Building Construction
  - Culinary Arts
  - Electrical Technology
  - Electronics Technology
  - Industrial Electronics Technology
  - Heating, Air Conditioning
  - Hotel-Motel-Restaurant Mgt.
  - Industrial Electricity
  - Law Enforcement Technology
  - Machine Tool Technology
  - Marine Science
  - Plant and Soil Technology
  - Wastewater Treatment Plant Operator (booklet)
  - Radiologic Technology
  - Respiratory Therapy
  - Plumbing and Heating
  - SMVTI Catalog, 1980-1982

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,139,074 | 2,059,853 | 385,132 | | 694,089 | |
| Health Benefits | 119,642 | 80,229 | 14,470 | | 24,943 | |
| Retirement | 482,542 | 321,987 | 67,083 | | 93,472 | |
| Other Fringe Benefits | 5,589 | 3,365 | 1,216 | | 1,008 | |
| Other Contractual Service | 794,326 | 435,840 | 299,399 | | 59,087 | |
| Rents | 33,320 | 22,863 | 5,733 | | 4,724 | |
| Commodities | 654,718 | 513,838 | 108,905 | | 31,975 | |
| Grants—Subsidies--Pensions | 252,697 | 9,106 | 4,316 | | 239,275 | |
| Buildings and Improvement | 2,975 | 2,975 | | | | |
| Equipment | 151,305 | 97,867 | 22,276 | | 42,162 | |
| Transfers to Other Funds | 27,300 | | 13,122 | | 14,178 | |
| **TOTAL EXPENDITURES** | 5,663,488 | 3,547,923 | 910,652 | | 1,204,913 | |

# WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE

**RONALD P. RENAUD, DIRECTOR**
**PETER H. DUSTON, Dean of Students**

*Central Office:* River Rd., Calais *Telephone:* 454-2144
*Mail Address:* River Road, Calais, Maine 04619
*Established:* 1969 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 05; *Unit:* 445; *Citation:* 20 M.R.S.A., Sect. 2263
*Average Count-All Positions:* 60 *Legislative Positions:* 44

**PURPOSE:** The purpose of Washington County Vocational Technical Institute (WCVTI) is to provide post-secondary vocational technical education for citizens of Maine. Full-time instruction is offered in 16 occupational programs. Part-time instruction is provided to upgrade and retrain those already in the work force.

**ORGANIZATION:** WCVTI was established in 1969. Located on the outskirts of Calais, on a hillside overlooking the St. Croix River, the campus ranges over 400 acres of rolling open fields fringed by a thick evergreen forest. Modern, functional buildings house the classrooms, shops and library. Twelve occupational programs are offered at Calais. They are Automotive, Building Construction, Diesel Service, Electronic Communications, Food Service, Heating, Heavy Equipment, Plumbing, Residential Electricity, Secretarial Studies, Welding and Wood Harvesting.

In 1978 WCVTI established a Marine Vocational Center at Eastport. Private contributions and an Economic Development Administration Grant made possible the purchase of a waterfront site and renovation of instructional facilities. Four marine oriented programs are offered at Eastport. They are Boatbuilding, Commercial Fishing, Marine Mechanics and Marine Painting.

The curricula at WCVTI consists of a balanced schedule of classroom study and realistic shop projects. Students learn by doing, as well as by studying theoretical and technical aspects of the field. Each of the 16 instructional programs offered at WCVTI has been designed to prepare students for existing job opportunities. Course content is revised on an annual basis to conform with the changes in requirements, regulations and innovations of industry. Training at the Institute is enhanced by courses in Communications and Personal Finance.

WCVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

**PROGRAM:** WCVTI enrolled 400 full-time and 1,275 part-time students during the 1982-83 school year, and is accredited by the New England Association of Schools and Colleges. Furthermore, surveys indicate that most of the schools' graduates are employed in the occupations for which they were trained.

The current enrollment goal is 500 full-time day students.

**LICENSES, PERMITS, ETC.:**

Diploma
Certificate of Completion

**PUBLICATIONS:**

1. WCVTI Catalog 1982-84 (Free)
2. Individual Program Brochures (Free)
    - Automotive Technology
    - Boatbuilding Technology
    - Diesel Service
    - Electronic Communication
    - Food Service
    - Heating
    - Home Construction
    - Plumbing
    - Residential Electricity
    - Secretarial Studies
    - Welding
    - Wood Harvesting
    - Commercial Fishing
    - Marine Mechanics
    - Marine Finishing
    - Heavy Equipment Mechanics
3. Women In The Trades

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,119,593 | 838,397 | 46,453 | | 234,743 | |
| Health Benefits | 46,715 | 33,723 | 1,281 | | 11,711 | |
| Retirement | 173,412 | 132,485 | 4,831 | | 36,096 | |
| Other Fringe Benefits | 1,984 | 1,268 | 202 | | 514 | |
| Computer Services—Comm. | 32 | | 32 | | | |
| Other Contractual Service | 269,278 | 184,023 | 49,289 | | 35,966 | |
| Rents | 13,901 | 11,103 | 2,760 | | 38 | |
| Commodities | 364,098 | 288,179 | 74,603 | | 1,316 | |
| Grants—Subsidies—Pensions | 17,041 | 158 | 1,401 | | 15,482 | |
| Equipment | 113,709 | 8,281 | 1,914 | | 103,514 | |
| Transfers to Other Funds | 7,026 | | 2,515 | | 4,511 | |
| **TOTAL EXPENDITURES** | 2,126,789 | 1,497,617 | 185,281 | | 443,891 | |

# GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

**ROGER L. SEVIGNY, CHAIRMAN**
**CHRISTINE S. GIANOPOULOS, Executive Secretary**

*Central Office:* 32 Winthrop St., Augusta *Telephone:* 289-2141
*Mail Address:* 32 Winthrop St., Augusta, Maine 04330 289-3094 (TTY)

*Established:* 1969 *Sunset Termination Scheduled to Start by:* June 30, 1992

*Reference: Policy Area:* 03; *Umbrella:* 94; *Unit:* 334; *Citation:* 26 M.R.S.A., Sect. 791

*Average Count—All Positions:* ¼ *Legislative Count:* 2

**PURPOSE:** The Committee conducts an on-going program to promote employment of disabled persons. In carrying-out this function the Committee is to work with employers, public and private agencies, the community and consumers to identify needs and resources that affect employment opportunities for disabled citizens.

**ORGANIZATION:** The Maine committee was established in 1948 to provide a state program in cooperation with the President's Committee on Employment of the Physically Handicapped, which was established by an Act of Congress in 1947.

The Maine committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. This legislation was amended by the 111th Legislature based on recommendations of the Audit and Program Review Committee. The Committee is composed of 18 members appointed by the Governor to 3 year terms.

**PROGRAM:** The Committee's principal function is to provide information, training and technical assistance on issues that affect employment of the handicapped, e.g. architectural barrier removal, public attitudes and vocational training. The work of the Committee is conducted through sub-committees on Architectural Barriers, Employment, Legislation and Education.

*Architectural Barriers:* Committee members assisted BPI in surveying accessibility of several State institutions. The Governor's Committee on Employment of the Handicapped responded to more than 200 requests from the public for information on accessibility.

*Employment:* Sponsored a state wide training workshop for rehabilitation programs on new approaches to employment of the handicapped; assisted individual public/private employers on affirmative action, accessibility requirements; coordinated a program of technical assistance grants to sheltered workshops.

*Education:* Prepared an activity guide for K-6 regular classroom teachers to guide them in teaching about handicaps. Organized an exhibit, "Maine's Disabled...Moving Ahead", in the first floor display area of the State House. GCEH exhibit at Common Ground Fair.

**Goals FY 84.** Assist in efforts to create more jobs for mentally retarded workers; monitor state agency plans to implement Section 504; revise "Guide for Handicapped Travellers"; sponsor employer forums in several smaller communities; assist Bureau of Rehabilitation to evaluate client satisfaction and in improving job placement of clients; monitor implementation of J.T.P.A. through GCEH representation on Maine State Job Training Council.

**LICENSES, PERMITS, ETC.:**
International Symbol of Access

**PUBLICATIONS:**
The following are available at no charge:

1. Affirmative Action to Employ Disabled People
2. "Different & Alike"
3. Taxes and Disability

4. The Law and Disabled People
5. Mainstreet: Community Action for Disabled Americans
6. Maine's Laws on Architectural Accessibility
7. Disability Primer

We also have a list of 50 publications that are available free from the President's Committee on Employment of the Handicapped.

**FINANCES, FISCAL YEAR 1983:** The expenditures for this unit are, by administrative decision, included with the Bureau of Rehabilitation.

# ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

**ALAN MOONEY, CHAIRMAN**
**CONSTANCE IRLAND, Deputy Director for Planning and Conservation, Office of Energy Resources**

*Central Office:* State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
*Mail Address:* Statehouse, Sta. #53, Augusta, Maine 04333

*Established:* September 14, 1979 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 90; *Unit:* 347; *Citation:* 10 M.R.S.A., Sect. 1414

**PURPOSE:** The Advisory Council oversees the development and implementation of Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all standards and amendments thereto adopted by the Director of the Office of Energy Resources pursuant to that chapter. The Council also reported after two years to the Legislature regarding the implementation of the Energy Efficiency Building Performance Standards. This report was submitted in January, 1982.

**ORGANIZATION:** The members are as follows: Alan Mooney, Engineer; Robert Nickless, Industrial Representative; Harmon Harvey, Municipal Official; George Terrien, Architect; Charles Bateau, Building Inspector; Bion Foster, Contractor; Guy Vigue, Commercial Representative; John Baldacci, Elected Official, Matt Eckstein, Contractor; Ken McAfee, Banker.

**PROGRAM:** The Council was appointed in early 1980 and held its first meeting on January 29, 1980. After four additional meetings, the Council gave interim approval to the standards presented by the Office of Energy Resources staff. The standards approved by the Council were delivered to the Energy and Natural Resources Committee of the Legislature for review. Following this the Council gave final approval to the Energy Efficiency Building Performance Standards and they were adopted in July, 1980. Since that time the program has focused on energy education for builders, bankers, realtors and the public. Publications for lumber dealers on energy efficiency have been distributed and numerous workshops have been conducted.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

# STATE ENERGY RESOURCES ADVISORY BOARD

### JOHN M. KERRY, DIRECTOR, OFFICE OF ENERGY RESOURCES

*Central Office:* State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
*Mail Address:* Statehouse Sta. #53, Augusta, Maine 04333

*Established:* 1974 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 92; *Unit:* 321; *Unit Citation:* 5 M.R.S.A., Sect. 5007

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose of the State Energy Resources Advisory Board is to provide information and assistance in the development of a state energy resources plan and policy and with regard to the OER's activities as requested by the director. The board acts only in an advisory capacity and has no power to control the activities of the office.

**ORGANIZATION:** The State Energy Resources Advisory Board consists of the following: One member of the House of Representatives to be appointed by the Speaker of the House and to serve a term of 4 years; one member of the Senate to be appointed by the President of the Senate and to serve a term of 4 years; the Public Advocate, and one representative of the Public Utilities Commission and with those Legislators to serve ex officio; and 6 members to be appointed by the Governor, the members to be selected on the basis of their interest, education and experience in the areas of energy planning, research and development. The members appointed by the Governor shall serve 4-year terms except those first appointed who shall serve terms as follows: One representative of industry to serve a term of 2 years; one representative of labor to serve a term of 3 years; one representative of the academic community to serve a term of 3 years; one representative of the business community to serve a term of 4 years; and 2 representatives of the general public, one to serve a term of 2 years, the other to serve a term of 4 years. An entirely new membership was assembled in 1981. The Public Advocate was added by Legislation passed in 1983.

**PROGRAM:** The board has had one meeting in the past year. Issues discussed included OER legislation, a proposal to create an emergency petroleum reserve for the State of Maine, new items for State Energy Policy, and the proposed Solar Energy and Energy Conservation Bank program.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

# ENERGY TESTING LABORATORY OF MAINE

*Telephone:* 799-7303
*Central Office:* Tripp Bldg., Southern Maine Vocational Institute, Fort Road
*Mail Address:* Southern Maine Vocational Technical Institute, Fort Road, So. Portland, Maine 04106

*Established:* 1976 *Sunset Review:* Not Established

*Reference: Policy Area:* 01; *Umbrella:* 90; *Unit:* 424; *Unit Citation:* 20-A M.R.S.A. Chap. 404

*Average Count—All Positions:* 14.4 *Legislative Count:* 0

**PURPOSE:** The Energy Testing Laboratory of Maine is a nationally accredited and recognized laboratory. Its reports are recognized by the International Conference of Building Officials, the Building Officials and Code Administration International, Inc., and by the Southern Building Code Congress.

In addition to the recognition of these three regional code organizations, ETLM reports are accepted by twenty-four states, the Province of Alberta, Canada, the National Bureau of Standards, and ETLM is fully accredited by the National Volunteer Laboratory Accreditation Program.

ETLM was created in 1976 to test for safety central heating equipment for the Maine Oil Burner Men's Licensing Board, now the Maine Oil and Solid Fuel Board. That program led to expanded activities including the testing of central heating appliances, radiant stoves and other devices. Since its creation, the Lab has tested and listed more than 600 different appliances in its Product Listing Directory. It has done work for more than 200 companies from the United States, and nineteen foreign countries.

ETLM which has always been located on the grounds of the Southern Maine Vocational Technical Institute evolved from the heating and air-conditioning program of the VTI.

**ORGANIZATION:** Effective July 5, 1983, ETLM became an integral part of SMVTI and has the authority, among others, to conduct tests, list products, supply labels, make reports, provide consultant services, conduct educational programs, and provide other services consistent with the overall goals and objectives of ETLM.

The goals and objectives of ETLM are to provide those services which, among others, will meet the safety needs of industry and the public regarding the quality of construction of products tested by ETLM, the maintenance of high standards for testing conducted by ETLM, and the provision of educational and other consultant services, and will merge with the educational goals and objectives of SMVTI.

**FINANCES, FISCAL YEAR 1983:** The Laboratory receives fees to cover expenses, which are included in the Southern Maine Vocational Technical Institute account for Energy Testing Programs.

# DEPARTMENT OF ENVIRONMENTAL PROTECTION

### HENRY E. WARREN, COMMISSIONER

*Telephone:* 289-2811
*Central Office:* AMHI, Ray Building *Incoming WATS line:* 1-800-452-1942
*Mail Address:* Statehouse Sta. #17, Augusta, Maine 04333

*Established:* July 1, 1972 *Sunset Review Required by:* June 30, 1985

*Reference: Policy Area:* 05; *Umbrella:* 06; *Unit:* 096; *Citation:* 38 M.R.S.A., Sect. 341

*Average Count—All Positions:* 180 (includes 14 seasonal) *Legislative Count:* 80 (includes 2 seasonal)

*Organizational Units:*
Board of Environmental Protection
Bureau of Air Quality Control
Bureau of Land Quality Control
Bureau of Oil and Hazardous Materials Control
Bureau of Water Quality Control

**PURPOSE:** The Department of Environmental Protection's mission is to protect and improve the quality of the natural environment of the State of Maine and the resources which constitute it, and to enhance the public's opportunity to enjoy the environment. The department is authorized to direct growth and development in a manner which will preserve, for all time, an ecologically sound and aesthetically pleasing environment.

The department, through authority vested in the Board of Environmental Protection, exercises the police powers of the state to control, abate and prevent the pollution of air, waters, and coastal flats so as to prevent diminution of the highest and best use of the natural environment of the state. It recommends to the legislature classification or reclassification of surface waters and the control, abatement and prevention of environmental pollution and grants licenses and initiates enforcement actions according to environmental laws. Its staff negotiates and enters into agreements with federal, state and municipal agencies; administers laws relating to the protection and improvement of water, including wastewater discharge, oil discharge prevention, and control of oil-related pollution. It administers hazardous waste and solid waste management and licenses waste treatment plant operators. It also administers laws for the protection and improvement of air, site location of development, minimum lot size, shoreland zoning, and subdivision control. The department authorizes sanitary districts, oversees wetlands, great ponds, septic tank and cesspool wastes and exercises whatever other duties may be delegated by the Board.

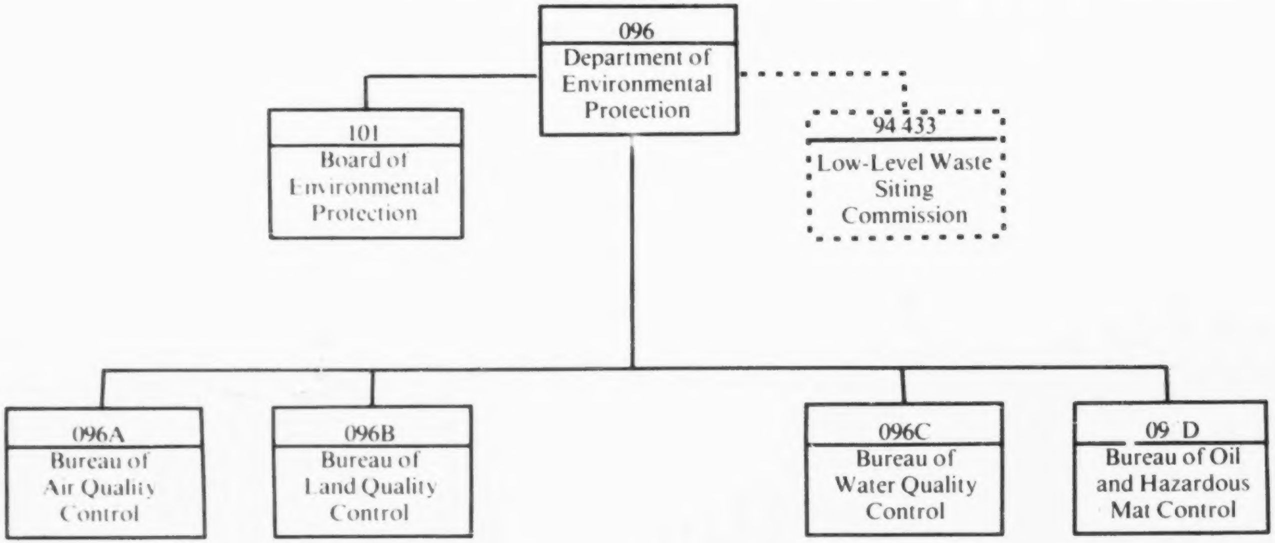
**ORGANIZATION:** The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollution and to prevent pollution of waters used for recreational purposes in the state. In 1951, it was renamed the Water Improvement Commission. The Commission was renamed the Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution studies and control and matters relating to air pollution. That title was shortened to Environmental Improvement Commission in 1969.

On July 1, 1972, the Commission became the Board of Environmental Protection (BEP) and a new Department of Environmental Protection (DEP) consisting of the statutory Bureaus of Air Quality Control, Land Quality Control and Water Quality Control plus the existing offices of Administrative Services and Technical Services was created. The new DEP's responsibilities included administration of the Site Location of Development Act, Oil Discharge Prevention and Pollution Control Act, Protection and Improvement of Air Act, Great Ponds Program, Solid Waste Management Act, Wetlands Control Act, the mining rehabilitation duties of the disbanded Maine Mining Commission, the Minimum Lot Size Law, plus the original statute, the Protection and Improvement of Water.

The Board consists of ten members appointed by the Governor, for terms of four years.

**PROGRAM:** The Department of Environmental Protection's activities, goals, objectives and

## ORGANIZATIONAL CHART
## DEPARTMENT OF ENVIRONMENTAL PROTECTION
## UMB 06


096
Department of Environmental Protection
101
Board of Environmental Protection
94 433
Low-Level Waste Siting Commission
096A
Bureau of Air Quality Control
096B
Bureau of Land Quality Control
096C
Bureau of Water Quality Control
09 D
Bureau of Oil and Hazardous Mat Control

Approved by the Bureau of the Budget

# CONSOLIDATED FINANCIAL CHART FOR FY 83
# DEPARTMENT OF ENVIRONMENTAL PROTECTION

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,479,904 | 1,467,051 | 412,409 | | 1,600,444 | |
| Health Benefits | 137,317 | 57,167 | 14,651 | | 65,499 | |
| Retirement | 564,189 | 238,407 | 67,680 | | 258,102 | |
| Other Fringe Benefits | 22,127 | 8,850 | 3,070 | | 10,207 | |
| Computer Services—Comm. | 204 | | | | 204 | |
| Computer Services—State | 38,249 | 29,335 | 7,248 | | 1,666 | |
| Other Contractual Service | 1,037,125 | 421,554 | 369,053 | | 246,518 | |
| Rents | 70,929 | 17,917 | 35,807 | | 17,205 | |
| Commodities | 169,201 | 47,848 | 61,888 | | 59,465 | |
| Grants—Subsidies—Pensions | 5,709,951 | 561 | 37,166 | | 460,350 | 5,211,874 |
| Buildings and Improvement | 99,390 | 64,390 | 15,000 | | 20,000 | |
| Equipment | 160,651 | 54,587 | 82,926 | | 23,138 | |
| Transfers to Other Funds | 246,717 | | 70,754 | | 175,963 | |
| **TOTAL EXPENDITURES** | 11,735,954 | 2,407,667 | 1,177,652 | | 2,938,761 | 5,211,874 |

plans are reflected in the reports of the individual bureaus. Support services are provided for the bureaus by the Office of the Commissioner in the areas of public assistance, administration, computer services and management and planning. These services are provided under the supervision of the deputy commissioner.

**Division of Public Assistance.** This division is responsible for keeping the public informed of the operations of the department, securing maximum public input in departmental processes, assisting the public in complying with environmental laws and regulations and providing an educational service on environmental matters and issues. The division coordinates department hearings and workshops, maintains permit tracking service and assists applicants through the licensing processes. The division provides news releases, graphics and environmental material for the media, provides speakers and audio-visual programs, publishes a newsletter and edits and distributes pamphlets and brochures. The division operates a technical service library and a toll-free citizens environmental assistance telephone service.

**Division of Management Planning.** This division was created in July, 1982 to coordinate intra-departmental management. The division assists the Commissioner in developing policy and program changes which affect more than one segment of the department. It is responsible for developing federal grants, and acts as a liaison to the Governor's office and legislature.

**Division of Administrative Services.** This division has two functional units, financial and personnel. The financial unit provides centralized accounting, fiscal and purchasing services and is responsible for managing, controlling and reporting fiscal activities of the department in accordance with statutory and regulatory requirements and accepted accounting principles. The personnel unit is responsible for all staff personnel actions of the department, employee orientation, payroll preparation, personnel information and statistics and implementation of personnel rules and regulations and labor contracts.

**Computer Services Division.** This division consists of two functional units, data entry/computer operations and systems and programming, which provide centralized data/word processing support for the department. The data entry/computer operations unit provides initial response to user request and coverage for the computer hardware including preventative maintenance. The systems and programming staff are involved with systems analysis, design and implementation, are responsible for systems software and user access security, installation of communications, procurement of data/word processing equipment and staff training.

## LICENSES, PERMITS, ETC.:

The Board of Environmental Protection is the legal authority of the Department and, as such, is technically responsible for issuing all permits and licenses.

## PUBLICATIONS:

*The Kennebec: The Revival of a Dying River*

*Protecting Your Lake,* A Citizen's Guide to the Great Ponds Act.

*Protecting Your Coastal Wetlands,* A Citizen's Guide to the Wetlands Law.

*Cleaning Up the Water,* Private Sewage Disposal in Maine.

*Sludge: The Resource of Wastewater.*

*Wastewater Treatment Grants.*

*Clean Water: Our Precious Resource.*

*The DEP—What Is It? How Does It Work?*

*The Air Around Us.*

*Your Rights and the Process.*

*What Public Participation Means To You.*

*Disposal By Incineration*

*EnvironNEWS,* monthly bulletin containing reports on current environmental issues.

All are free.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DEPARTMENT OF ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATIVE SERVICES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 355,150 | 202,093 | | | 153,057 | |
| Health Benefits | 15,163 | 7,740 | | | 7,423 | |
| Retirement | 60,382 | 35,599 | | | 24,783 | |
| Other Fringe Benefits | 2,077 | 1,098 | | | 979 | |
| Computer Services—State | 24,331 | 24,331 | | | | |
| Other Contractual Service | 89,420 | 83,775 | 5,623 | | 22 | |
| Rents | 143 | 143 | | | | |
| Commodities | 5,828 | 4,994 | 834 | | | |
| Grants—Subsidies—Pensions | 281 | 281 | | | | |
| Equipment | 378 | | 378 | | | |
| Transfers to Other Funds | 14,440 | | 369 | | 14,071 | |
| **TOTAL EXPENDITURES** | 567,593 | 360,054 | 7,204 | | 200,335 | |

# BUREAU OF AIR QUALITY CONTROL

## DAVID E. TUDOR, DIRECTOR

*Central Office:* AMHI, Ray Bldg., Augusta *Telephone:* 289-2437
*Mail Address:* Statehouse Sta. #17, Augusta, Maine 04333
*Established:* July 1, 1972 *Sunset Review Required by:* June 30, 1985
*Reference: Policy Area:* 05; *Umbrella:* 06; *Unit:* 096A; *Citation:* 38 M.R.S.A., Sect. 342
*Average Count—All Positions:* 28 *Legislative Count:* 11

**PURPOSE:** The Air Quality Control Bureau exists to carry out state air pollution law and the federal Clean Air Act Amendments of 1977.

**ORGANIZATION:** Three divisions compose the Air Quality Control Bureau: the Division of Air Quality Services, the Division of Technical Services, and the Division of Licensing and Enforcement.

**PROGRAM:** The quality of Maine's air is judged by the amount of "criteria" air pollutants present. The criteria pollutants are: Total suspended particulate matter, sulfur dioxide, carbon monoxide, nitrogen dioxide, hydrocarbons, ozone and lead.

Listed below are the numbers of permanent monitoring network sites operated by the Bureau.

Permanent Statewide Network Sites: Number of Monitors

23 Total Suspended Particulate
5 Sulfur Dioxide (continuous)
1 Oxides of Nitrogen (continuous)
6 Ozone (continuous)
9 Lead
1 Carbon Monoxide (continuous)
1 Hydrocarbon (continuous)
5 Fine Particulates

Industrial Statewide Monitoring Sites: Number of Monitors

28 Total Suspended Particulates
26 Sulfur Dioxide (continuous)
3 Fine Particulate

In addition to data collected by the Bureau, many industries are required to operate private ambient air monitoring programs and submit data to the Bureau. The Bureau supports these programs by conducting independent audits and performance checks to provide a high degree of quality assurance on all air quality data being generated within the state.

The data collected from these sites including an analysis of trends and summary of violations of ambient air quality standards are published in an annual report of air quality in Maine and are available from the Bureau of Air Quality Control.

In addition the Bureau of Air Quality is actively involved in collecting acid precipitation/acid deposition data from: Bridgton, Greenville and Acadia National Park. The Bureau has also expanded its attention to the particulate constituents on all "violation" filters including particle size distribution.

With respect to ozone, the Bureau now forecasts for local media whenever levels are expected to exceed the unhealthful level on the Pollutant Standard Index (PSI) scale.

**Licensing.** The Bureau has issued renewal air emission licenses to 111 sources. The Bureau has continued to operate the New Source Review Program, implementing provisions of the Federal Prevention of Significant Deterioration Program (PSD) for new major emitting sources. Applicants are not required to obtain a federal PSD permit since Maine's licensing program has been approved as the State Implementation Plan (SIP) by EPA. The Bureau has issued 12 air emission licenses to new sources, including new equipment at existing facilities.

Of special interest was the license to Lincoln Pulp and Paper Company, Lincoln, Maine, which required a comprehensive air quality evaluation of the area and many control actions to be taken or scheduled in order to demonstrate that the area can be brought into compliance with the state and federal ambient air quality standard for total suspended particulate matter.

**Enforcement.** Most air quality or emission problems are rectified by conditions imposed on air emission licenses. The table below summarizes the direct enforcement activity of the Bureau:

| | |
|---|---|
| Notice of violations served. | 15 |
| Abatement orders negotiated. | 5 |
| Violations referred to Attorney General for action. | 2 |
| Fines and penalties collected. | $51,765 |
| Citizen complaints investigated. | 99 |
| Air Emission Licenses Issued. | 111 |

**Standards.** The Buraeu conducted a thorough evaluation of the environmental hazard of chromium in the ambient air quality and established a chromium emission standard.

**Regulations.** The Bureau adopted revisions to the Open Burning Regulation, Low Sulfur Fuel Regulation and the Fuel Burning Equipment Particulate Emission Standard. The revisions to the open burning regulation also eliminated possible conflicts with the Forest Fire control regulations on open burning. The Low Sulfur Fuel Regulation was amended to account for coal as well as oil, keeping emissions at a comparable level regardless of which fuel is burned. The Particulate Emission Standard for boilers was refined to differentiate between new and existing sources and to take into consideration types of fuel; wood, coal, solid waste, oil, and multi-fueled sources.

**Area Redesignations.** The 1977 Amendment to the Clean Air Act required identification of areas not then meeting the federal ambient air quality standards and control strategies to be implemented to demonstrate attainment by December 31, 1982. The following table summarizes the status of nonattainment areas.

| LOCATION | POLLUTION | STATUS |
|---|---|---|
| Millinocket | S02 | Redesignated to attainment May 11, 1983 |
| Lewiston | CO | Redesignated to attainment May 11, 1983 |
| Bangor | CO | Redesignated to attainment May 11, 1983 |
| Augusta | TSP | |
| Thomaston | TSP | |
| Baileyville | TSP | |

| | | |
|---|---|---|
| Southern Maine | Ozone | Have implemented regulations deemed reasonable for rural non-attainment areas; additional controls or reduction of incoming precursors will be necessary to meet standards |

**LICENSES, PERMITS, ETC.:**

The Board of Environmental Protection technically issues all licenses and permits for the Department.

**PUBLICATIONS:**

Publications are available through the Division of Public Assistance as described under the Departmental heading.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF AIR QUALITY CONTROL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 517,575 | 221,437 | | | 296,138 | |
| Health Benefits | 21,054 | 8,159 | | | 12,895 | |
| Retirement | 83,896 | 36,122 | | | 47,774 | |
| Other Fringe Benefits | 3,223 | 1,358 | | | 1,865 | |
| Computer Services—State | 970 | 820 | | | 150 | |
| Other Contractual Service | 92,508 | 23,237 | | | 69,271 | |
| Rents | 7,491 | 488 | | | 7,003 | |
| Commodities | 35,130 | 1,891 | | | 33,239 | |
| Grants—Subsidies--Pensions | 224 | | | | 224 | |
| Equipment | 32,323 | 27,696 | | | 4,627 | |
| Transfers to Other Funds | 36,537 | | | | 36,537 | |
| TOTAL EXPENDITURES | 830,931 | 321,208 | | | 509,723 | |

# BOARD OF ENVIRONMENTAL PROTECTION

## HENRY E. WARREN, CHAIRMAN

*Central Office:* AMHI-Ray Building, Augusta *Telephone:* 289-2811
*Mail Address:* Statehouse Sta. #17, Augusta, Maine 04333
*Established:* 1972 *Sunset Review Required by:* June 30, 1985
*Reference: Policy Area:* 05; *Umbrella:* 06; *Unit:* 101; *Citation:* 38 M.R.S.A., Sect. 341
*Average Count—All Positions:* 10 *Legislative Count:* 0

**PURPOSE:** It is the duty of the Board, exercising the police power of the state, to control, abate and prevent the pollution of the air, waters, coastal flats and prevent diminution of the highest and best use of the natural environment of the State.

**ORGANIZATION:** The Board of Environmental Protection consists of 10 members appointed by the governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the legislature. The commissioner of the department serves as chairman, ex officio. Members serve for a term of 4 years, and remain on the Board until their successors are appointed and duly qualified.

Members receive $40 per day for each meeting or hearing attended. They also receive reimbursements for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board.

Meeting times and places are determined by the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. Four members is a quorum for public hearings. A verbatim transcript or recording is made of each hearing.

**PROGRAM:** The Board holds regular meetings on the second and fourth Wednesdays of each month. These meetings are open to the public. In addition the Board holds public hearings on individual applications where the issues may be complicated and the public interest is substantial. Board members receive material on all pending matters in advance of the regular meetings and are mailed copies of all transcripts of testimony at public hearings.

**LICENSES, PERMITS, ETC.:**

- Licenses:
  - Air Emission
  - Dredge Disposal Sites
  - Land Fill
  - Oil Terminals
  - Septage Sites
  - Waste Discharge Licenses
  - Waste Water Treatment Plant Sludge
  - Hazardous Waste Facility
  - Hazardous Waste Transporter
- Permits:
  - Alteration of Coastal Wetlands
  - Log Storage Permits
  - Minimum Lot Size Waiver
  - Mining/Rehabilitation of Land
  - Secondary School Review
  - Site location of Development
  - Shoreline Alterations
  - Small Hydro
  - Sludge Utilization
  - Experimental Discharge
  - Federal Consistency Determination
  - Water Quality Certification
  - Certification for Tax Exemption for Pollution Control Equipment
  - Certification to Maine Guarantee Authority

**PUBLICATIONS:**

"The Board of Environmental Protection"—Free

**FINANCES, FISCAL YEAR 1983:** 38 MRSA, Section 361 provides that expenditures of this unit, which amounted to $22,345 in FY 83, shall be borne by Department of Environmental Protection and are, therefore, included in its financial display.

# BUREAU OF LAND QUALITY CONTROL

**HOLLIS A. McGLAUFLIN, DIRECTOR**

*Central Office:* AMHI, Ray Bldg., Augusta *Telephone:* 289-2111
*Mail Address:* Statehouse Sta. #17, Augusta, Maine 04333
*Established:* July 1, 1972 *Sunset Review Required by:* June 30, 1985
*Reference: Policy Area:* 05; *Umbrella:* 06; *Unit:* 096B; *Citation:* 38 M.R.S.A., Sect. 342
*Average Count—All Positions:* 23 *Legislative Count:* 22

**PURPOSE:** The Bureau of Land Quality Control is responsible for administering nine environmental laws and two federally-funded programs designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Great Ponds Act; Small Hydroelectric Generating Facilities Law; Coastal Wetlands Act; Minimum Lot Size Law; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission and with the State Planning Office); Solid Waste Management Act; and a law governing the disposal of septic tank pumping.

Federal programs, which the Land Bureau is funded under in return for state-level enforcement and administration, include the areas of coastal zone management and coastal energy impact.

**ORGANIZATION:** There are two Divisions in this bureau, the Division of Licensing and Review and the Division of Enforcement and Field Services. In addition, three smaller administrative units, Resource Recovery, Hydroelectric Generating, and Secretarial Services fulfill needs not warranting division level organization.

**PROGRAM:**

**Division of Licensing and Review:** The Division prepares recommendations to the Board of Environmental Protection for: permit applications pertaining to the Site Location of Development Act, Alteration of Coastal Wetlands, Great Ponds Act, Minimum Lot Size Law, Statement of Consistency with Maine's Coastal Zone plan.

The following number of orders, Certifications and Consistency actions have been processed in fiscal year 1983:

| | |
|---|---|
| Hydro | 6 |
| Site Location | 309 |
| Wetlands | 221 |
| Great Ponds | 339 |
| Minimum Lot Size | 20 |
| Water Quality Certifications | 21 |
| Consistency Actions | 5 |
| Delegation of Authority to Qualified Communities | 0 |

**Division of Enforcement & Field Services:** The Division is made up of four regional offices in Portland, Bangor, Augusta and Presque Isle. The Portland regional office is staffed by three people; Bangor is staffed by two people; Augusta is staffed with three field agents and the division director, and Presque Isle has one field agent.

The mission of the division is threefold: complaint resolution, compliance inspection, and environmental education. As representatives of the land bureau, the field offices also assist in application procedures, explanation of the laws, and are a general environmental resource for the people in each region. In addition this Division provides geological and engineering support to the Bureau through review of application and technical assistance.

The Municipal Services Unit administers a $1,000,000 grant program which provides financial assistance for municipalities pursuing resource recovery and/or the recycling of solid waste. The unit also provides information and assistance concerning waste management training, regionalization of waste disposal and analysis of solid waste programs in order to encourage cost-effective disposal practices.

The Hydroelectric Generating Unit processes all applications pertaining to hydroelectric generation and assists applicants in meeting requirements of both federal and state laws.

**LICENSES, PERMITS, ETC.:**

The Board of Environmental Protection is the legal authority of the Department and as such, is technically responsible for issuing all permits and licenses.

**PUBLICATIONS:**

The following publications are available from the Division free of charge: (they are also available from the Division of Public Assistance as described under the Departmental heading.)

*Site Location of Development* (May 1982)
*Protecting Your Coastal Wetlands* (March 1981)
*Protecting Your Lake* (January 1981)
*Minimum Lot Size Law* (January 1981)
*Waste Management Laws* (September 1981)
*A Guide to Land Use Laws Administered by DEP* (January 1982)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF LAND QUALITY CONTROL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 521,042 | 394,552 | | | 126,490 | |
| Health Benefits | 20,633 | 15,141 | | | 5,492 | |
| Retirement | 83,728 | 63,352 | | | 20,376 | |
| Other Fringe Benefits | 3,265 | 2,434 | | | 831 | |
| Computer Services—State | 771 | 771 | | | | |
| Other Contractual Service | 184,506 | 183,099 | | | 1,407 | |
| Rents | 9,019 | 9,019 | | | | |
| Commodities | 10,543 | 10,543 | | | | |
| Grants—Subsidies—Pensions | 282,307 | 127 | | | | 282,180 |
| Equipment | 837 | 837 | | | | |
| Transfers to Other Funds | 11,342 | | | | 11,342 | |
| **TOTAL EXPENDITURES** | 1,127,993 | 679,875 | | | 165,938 | 282,180 |

## BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL

**J. JOHN BROCHU, DIRECTOR**

*Central Office:* AMHI, Ray Bldg., Augusta *Telephone:* 289-2651
*Mail Address:* Statehouse Sta. #17, Augusta, Maine 04333

*Established:* October, 1980 *Sunset Review Required by:* June 30, 1985

*Reference: Policy Area:* 05; *Umbrella:* 06; *Unit:* 096D; *Citation:* 38 M.R.S.A., Sect. 342

*Average Count—All Positions:* 25 *Legislative Count:* 20

**PURPOSE:** This Bureau administers the State's oil and hazardous materials control program. The oil pollution control program is funded under the Maine Coastal Protection Fund, created by the Coastal Conveyance Act of 1970. The Bureau is responsible for oil spill prevention programs as well as the supervision of oil spill clean-up activities. The Bureau inspects and licenses marine oil terminal facilities and administers the third party claim provisions of the Fund.

The changeover to a response team that includes hazardous materials began in 1981. This is tied to the legislative mandate to license and otherwise manage hazardous wastes within the state.

Additionally, legislation was passed in 1981 that creates a Hazardous Waste Fund that can be used by this Bureau to manage several uncontrolled waste incidents not funded by the Federal "Superfund." This legislation has helped to integrate the oil and hazardous waste functions within the Bureau.

**ORGANIZATION:** In 1980 the Bureau was created by combining the Bureau of Water Quality Control's Division of Oil Conveyance Services and the Bureau of Land Quality Control's Hazardous Waste Unit.

The Bureau consists of the Division of Field Services and the Division of Licensing & Enforcement. The Field Services Division has offices in Bangor and Portland and the Licensing & Enforcement Division is located in Augusta.

**PROGRAM:** Activity within the Bureau's Oil & Hazardous Waste/Material programs increased significantly during the past year. Among the more noteworthy accomplishments:

1. A continued oversight of the state's hazardous waste facility licensing program, in lieu of the federal government, resulted in the following enforcement actions: 40 letters of deficiency were issued, 8 negotiated consent agreements were finalized, 1 facility received a notice of violation and 1 case was referred to the Attorney General for prosecution. In addition, several cases are currently pending final resolution.
2. After receiving substantial input from the business community and environmental groups, comprehensive rules governing standards for hazardous waste facilities and final licensing requirements for hazardous waste facilities were promulgated.
3. Legislation was enacted to extend hazardous waste facility oversight authority in the Bureau, to include waste oil storage facilities. Additionally, a special minimum fee of 1 cent per gallon was imposed on the sale or disposal of waste oil.
4. Through legislative initiative the Bureau was given a greater role in the coordination and management of low-level radioactive waste activity in Maine. A new position was established to supervise this effort within the Bureau.
5. The Bureau was awarded a grant by the United States Department of Energy to conduct a special economic assessment of low-level radioactive waste disposal options for Northern New England.
6. Special actions have been implemented to accelerate remedial measures to clean up three of Maine's uncontrolled hazardous waste sites. The Bureau is acting as coordinating agent between the United States Environmental Protection Agency and the communities involved. This program is an on-going priority effort to eliminate or reduce any danger posed by these uncontrolled sites to citizens of the state.
7. Ground water monitoring programs are being continued at several facilities where hazardous waste contamination problems were previously found. Actions aimed at reducing such contamination are currently in progress.
8. The Bureau processed more than 2,000 hazardous waste manifest shipping forms during the past year and was selected by U.S. EPA to serve as the lead agency for New England in the development of a regional computer system for managing hazardous waste transactions.
9. Eighty-three (83) hazardous waste transporters were licensed during the past year and Bureau staff continue to maintain a close working relationship with State Police counterparts to assure compliance with State law and rule by those who transport hazardous waste in Maine.
10. Legislation was enacted to strengthen Board of Environmental Protection authority to identify hazardous wastes that may pose a threat to public health and safety. Polychlorinated Biphenyls (PCB's) have been officially added to the list of hazardous wastes in Maine.

Following is a list of key oil related activities during the past year:

| | |
|---|---|
| 1. Oil terminals licensed | 40 |
| a. Shoreside terminals | 34 |
| b. Vessels | 6 |

| | |
|---|---|
| 2. Volume of oil transferred by licensees (in barrels) | 83,167,780 |
| 3. Oil spills reported | 312 |
| 4. Volume spilled (gallons) | 296,037 |
| 5. Investigations—not spill related | 96 |
| 6. Spills of unknown origin | 39 |
| 7. Damage claims processed | 8 |

**LICENSES, PERMITS, ETC.:**

The Board of Environmental Protection is the legal authority for the Department and, as such, issues all licenses and permits.

**PUBLICATIONS:**

Maine Oil Recycling Program Directory—free
Initial Hazardous Waste Survey Report: Findings and Analysis—free
Oil Spill Statistical Reports, 1978-1980—free
An Oil Pollution Prevention, Abatement and Management Study for Penobscot Bay—$10.00
A Systems Study of Oil Pollution Abatement and Control for Portland Inner and Outer Harbor, Casco Bay, Maine—$7.00
Oily Wastes Management—An Investigation of Alternatives for the State of Maine—$10.00
Comprehensive Study of Petroleum Hydrocarbons in the Marine Environment of Long Cove, Searsport, Maine—$5.00
An Analysis of Waste Oil in Maine—free
Casco Bay Coastal Resources Inventory—$20.00/set:
    Vol. 1 — Marine Resources
    Vol. 2 — Marine Wildlife/Marine Flora
Copies of Bureau administered regulations are available—free

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 550,049 | | 412,409 | | 137,640 | |
| Health Benefits | 18,685 | | 14,651 | | 4,034 | |
| Retirement | 89,961 | | 67,680 | | 22,281 | |
| Other Fringe Benefits | 4,165 | | 3,070 | | 1,095 | |
| Computer Services—State | 8,764 | | 7,248 | | 1,516 | |
| Other Contractual Service | 403,160 | | 363,430 | | 39,730 | |
| Rents | 35,807 | | 35,807 | | | |
| Commodities | 64,994 | | 61,054 | | 3,940 | |
| Grants—Subsidies—Pensions | 37,166 | | 37,166 | | | |
| Buildings and Improvement | 15,000 | | 15,000 | | | |
| Equipment | 88,726 | | 82,548 | | 6,178 | |
| Transfers to Other Funds | 88,204 | | 70,385 | | 17,819 | |
| **TOTAL EXPENDITURES** | 1,404,681 | | 1,170,448 | | 234,233 | |

# BUREAU OF WATER QUALITY CONTROL

## STEPHEN GROVES, DIRECTOR

*Central Office:* AMHI, Ray Bldg., Augusta *Telephone:* 289-3355
*Mail Address:* Statehouse Sta. #17, Augusta, Maine 04333
*Established:* July 1, 1972 *Sunset Review Required by:* June 30, 1985
*Reference: Policy Area:* 05; *Umbrella:* 06; *Unit:* 096C; *Citation:* 38 M.R.S.A., Sect. 342
*Average Count—All Positions:* 85 *Legislative Count:* 33

**PURPOSE:** The Bureau of Water Quality Control is responsible for reviewing the quality of Maine's waterways and reporting their best uses and recommended classifications to the Legislature. Once legal standards have been established the Bureau must ensure that the classifications are attained and maintained. Many of the activities of the Bureau are mandated on an annual basis by federal laws and are funded through the Federal Water Pollution Control Act. Federal funds for the past fiscal year have included approximately $1.4 million of program grant funds to aid the Bureau in carrying out its responsibilities under both state and federal laws. State funding levels for the water pollution control program must remain constant or increase in order for the department to remain eligible for Federal program and wastewater treatment plant-planning and construction management grants.

**ORGANIZATION:** The Bureau of Water Quality Control contains five divisions and three regional offices in Portland, Presque Isle and Bangor. The former Division of Water Quality Evaluation and Planning was incorporated into the Environmental Evaluation and Lake Studies Division in FY 82.

**PROGRAM:**

**Division of Laboratory Services** is the primary source of chemistry expertise for the Department. Consequently, the staff is frequently involved in planning, developing ambient and point source standards, experimental design and execution, permit review, contract review, and general consultation to all division and programs where the skills of a chemist are needed. Staff background and experience cover all areas of environmental concern including water, soil, and air.

The Laboratory group is the Department's primary analytical resource. The facility is fully equipped with high velocity hoods and glove box for handling hazardous and toxic substances. Newly created laboratory space allows preparation of the most difficult samples such as tissue and soil for the most complex analysis. The laboratory is fully instrumented and performs a full spectrum of analyses to meet all needs of the client divisions and programs including hydrocarbons, pesticides, metals, nutrients, soils, bacteria, and hazardous materials. Quality control is an important part of all analyses. Methods are performed according to the best procedures available and meet the demands of cooperating state and federal agencies. Method development is commonly required for specialized analytical needs.

**Division of Operation and Maintenance** is responsible for inspecting municipal, industrial, commercial and residential treatment plants. Other ongoing responsibilities include O & M Manual, wastewater treatment plant plan and specification review, investigation of citizen complaints, computer input for the waste discharge licensing program and the operator's certification program.

The Division maintains a program of sampling and inspecting industrial and publicly owned tratment facilities as well as residential and commercial installations.

Inhouse training programs for improving staff proficiency were continued through FY 83. A wastewater treatment plant operator training program has been drafted and is presently in use. The Division is also applying for a training grant which will give us an opportunity to establish a continuing training program at various times throughout the state and increase our wastewater treatment plant trouble-shooting and assistance capabilities.

During FY 84 and FY 85 the Operation and Maintenance Division will be deeply involved in the re-classification of the state's waterways by providing the majority of the personnel to conduct the required field work for this project.

| Inspections of wastewater treatment plants: | |
|---|---|
| Municipal | 253 |
| Industrial | 73 |
| Residential and Commercial | 1,500 |
| Total number of citizen complaints investigated | 362 |
| Training sessions | 11 |
| Technical assistance projects (new) | 6 |
| Technical assistance projects (continued) | 3 |

**Division of Municipal Services:** The primary function of the division is to administer a construction grants program that funds planning, design and construction projects for municipal wastewater treatment facilities. The program utilizes both federal and state grants. The source of federal funds is the U.S. Environmental Protection Agency (EPA) and the source of state funds is a bond issue administered by DEP. Projects are funded by 75% EPA funds, 15% DEP and a local share of 10%. After October 1, 1984 the federal share will be reduced to 55%. The program includes preliminary planning to identify the problem and offer alternative solutions; the preparation of construction plans and specifications for the option selected from the planning process; and the actual construction of the wastewater treatment facility. State grants are available for projects which can be constructed for $100,000 or less.

Since the program's inception, over $480 million of water pollution abatement facilities have been built in the state of Maine. There are more than 100 municipal treatment facilities in operation. The program is authorized in the future and it is anticipated that approximately $100 million in water pollution abatement planning and construction projects will be funded in the four year period, beginning October 1, 1982 (FY-83).

Projects funded for construction in FY 1983 include Kennebunkport. Aroostook Prestile Treatment District, Caribou and Presque Isle, Falmouth, Cumberland, Cherryfield, Friendship, Harpswell, Lincolnville, Monticello, Oakfield, Portage, Starks, Stockton Springs, Sullivan, Surry, Woodstock, Bridgton, Monson, and East Machias.

**Division of Environmental Evaluation and Lake Studies.** The most recent reorganization within the Department of Environmental Protection brought about the combination of two Divisions into one. By combining the biological staff under the previous "Division of Lakes and Biological Studies", and a majority of the staff from the previous "Division of Evaluation and Planning" the new Environmental Evaluation and Lake Studies (DEELS) Division was created.

The responsibilities of this new Division are varied and listed as follows:

1. Administer the State's Great Pond (Research) Program—Title 38, M.R.S.A. Section 386-390.
2. Direct the State's Lake Restoration and Protection Program—Title 38, M.R.S.A. Section 390-A.
3. Provide biological expertise to the DEP staff and Board as required.
4. Direct programs to achieve statutory water quality standards.
5. Conduct special stream studies to determine if water quality is being maintained.
6. Perform waste assimiliation studies to determine if water quality is being maintained.
7. Direct and coordinate a lake monitoring program for statewide volunteers under title 38 M.R.S.A. Section 424.
8. Meet and coordinate with US-EPA staff on the Clear Water Act and the various sections of the federal statute that affect Maine water quality standards.
9. Develop water quality plans, documents and program sections required for US-EPA funding.
10. Write and submit project grants annually to EPA.

Ultimately all waste water discharge applications are reviewed by this Division. They are analyzed collectively for treatment and must not cause the receiving waters to violate water quality standards. During the next two years this Division will be collecting and evaluating data for a new water classification system. The Division has responsibility for the development of statewide water quality management plans for most of the river basins in Maine.

The lakes' monitoring program involves the use of lay monitors for approximately 300 lakes. The Division trains, teaches, and advises monitors regarding the data collected. The program helps the DEP classify lakes by trophic state and provides some data for evaluation of the effects of developments proposed under the site selection law. A new lake vulnerability index is being developed to identify potential problem lakes before they become nuisance problems to property owners. The lakes program continues to receive high public interest and support.

Lake restoration work has been completed for Sebasticook Lake, Sabattus Pond and Salmon Lake. These are the last of the major restoration projects to be conducted with US-EPA funds. Future major lake work will be performed with EPA funding assistance. A state fund is available which will assist on lakes projects and which will be a source of funds for the near future. The DEP has now shifted its efforts to a lake protection program which is least costly in the long run.

The work of the Division's stream biology section to utilize aquatic macroinvertebrates in place of some physical water quality parameters has taken on new emphasis. The US-EPA is supporting this effort through section 205J of the US Clean Water Act. Biological monitoring at the various monitoring stations in Maine will hopefully save tax dollars in the long run. This type of innovative stream biomonitoring is being explored in conjunction with other programs. Bioassay procedures and protocol have now been developed to assist industries and the DEP in their license requirements.

The Division is responsible for coordination of the continuing planning process for surface water quality, and the groundwater strategy for subsurface waters. The delineation of sand and gravel aquifers with the state, Bureau of Geology and U.S. Geological Survey is a new program responsibility. The Division must determine primary recharge areas, flow patterns, and contamination sources. Under the Underground Injection Control (UIC) Program, regulations addressing the underground disposal and storage of liquids were developed and adopted and an injection well inventory prepared.

The Division produced the following 1982 reports.

1. Lay Water Quality Monitoring Data Report.
2. Estes Lake Report.
3. Sabattus Pond Report.
4. Androscoggin River Load Allocation Report.
5. Various River Basin Reports.
6. Macroinvertebrate Diversity Paper.

**Division of Licensing and Enforcement:** This Division is responsible for the licening of all discharges to any watercourse; for the state/federal permit program involving such dischrges; for processing log storage permits; and for certifications to the Maine Guarantee Authority that loan applicants are in compliance with environmental laws. The Division also receives applications for tax exemption certificates for pollution abatement equipment. The following is a summary of division activities during FY 83:

| | |
|---|---|
| Certifications of NPDES Permits for U.S. EPA | 22 |
| State licenses issued (or renewed) | |
| Municipal | 33 |
| Commercial | 24 |
| Industrial | 43 |
| Residential | 421 |
| Dredging Disposal | 3 |
| Experimental | 5 |
| Aquatic Pesticide | 4 |
| TOTAL | 555 |
| Total licenses outstanding (all categories) at end of FY 82 | 2,503 |
| State sales & use tax certifications received | 28 |
| Approved | 25 |
| Denied | 3 |
| State property tax certification applications received | 18 |
| Approved | 17 |
| Denied | 1 |
| Applications certified to Maine Guarantee Authority | 38 |
| Administrative Enforcement Agreements Issued | 10 |
| Referrals to Attorney General's Office for enforcement action | 7 |

The Presque Isle Regional Office is located over 200 miles from Augusta and services all of Aroostook County and parts of Washington and Penobscot Counties. The area represents a population in excess of 100,000 and involves major industries and food processors connected with the area's forest and potato industry. Most of the rivers in the area, which is larger than the states of Connecticut and Rhode Island combined, are part of international waters and thus subject to the 1909 Boundary Water Treaty between the U.S. and Canada.

The office provides advice, monitoring, enforcement and support services concerning environmental laws and regulations administered by the Divisions of each Bureau (Air, Water, Land, Oil and Hazardous Waste) for the Department.

The regional staff

1. Helps individuals determine if their project requires environmental permits from the Department or other agencies.
2. Assists individuals in filing applications.
3. Performs compliance monitoring and inspections of municipal, industrial, and commercial treatment facilities.
4. Performs water sampling and lab results for the primary monitoring network and lake monitoring projects.
5. Provides background information for the proposed Bald Mountain mining project.
6. Performs special water and wastewater studies.
7. Performs ambient air monitoring, air audits, investigations and other air related activities.
8. Performs inspections on great pond developments, site location construction projects, solid waste facilities and other land related activities.
9. Investigates and resolves complaints concerning environmental related problems.
10. Negotiates consent agreements and uses other enforcement procedures to ensure compliance with Board Orders and environmental laws and regulations.

## LICENSES, PERMITS, ETC.:

The Board of Environmental Protection technically issues all licenses and permits of the Department.

Certifications:
IRS certification for five year amortization
IRS certification for tax exempt bonding
MGA certification for loan applicants compliance with environmental laws
National Pollutant Discharge Elimination System Permit Certification
Personal Property Tax exemption
Sales & Use Tax exemption
Sewage Treatment Plant Operators

## PUBLICATIONS:

Publications pertaining to this unit are available through the Division of Public Assistance as described under the Departmental heading.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Burau of the Budget's PLA-BAC system.

| BUREAU OF WATER QUALITY CONTROL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,536,088 | 648,969 | | | 887,119 | |
| Health Benefits | 61,782 | 26,127 | | | 35,655 | |
| Retirement | 246,222 | 103,334 | | | 142,888 | |
| Other Fringe Benefits | 9,397 | 3,960 | | | 5,437 | |
| Computer Services—Comm. | 204 | | | | 204 | |
| Computer Services—State | 3,413 | 3,413 | | | | |
| Other Contractual Service | 267,531 | 131,443 | | | 136,088 | |
| Rents | 18,469 | 8,267 | | | 10,202 | |
| Commodities | 52,706 | 30,420 | | | 22,286 | |
| Grants—Subsidies—Pensions | 5,389,973 | 153 | | | 460,126 | 4,929,694 |
| Buildings and Improvement | 84,390 | 64,390 | | | 20,000 | |
| Equipment | 38,387 | 26,054 | | | 12,333 | |
| Transfers to Other Funds | 96,194 | | | | 96,194 | |
| **TOTAL EXPENDITURES** | 7,804,756 | 1,046,530 | | | 1,828,532 | 4,929,694 |

# COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

**MARY McEVOY, CHAIRMAN**
**JAMES D. BARNETT, Assistant to the Commission**

*Central Office:* State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3501
*Mail Address:* Statehouse Sta. #101, Augusta, Maine 04333
*Established:* 1976 *Sunset Review:* Not Established
*Reference: Policy Area:* 00; *Umbrella:* 94; *Unit:* 270; *Citation:* 1 M.R.S.A., Sect. 1002
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts or the appearance of misconduct by Legislators.

The general duties of the Commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

**ORGANIZATION:** The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices and the new Commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous Legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commission may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine. The Secretary of State presently serves as the secretariat of the Commission.

**PROGRAM:** During FY 83, the Commission met as required by 21 MRSA §1399 to review campaign finance reports required of all state and county candidates, all political committees supporting such candidates and all organizations involved in state-wide political campaigns. These reviews involved:

1. Sets of Quarterly Campaign Finance Reports from candidates and committees who had a surplus or deficit of more than $50.00 from previous campaigns.

2. Reports from various committees which worked for or against previous referenda.
3. Reports from candidates and committees concerning the 1982 elections.

In accordance with 21 MRSA § 1398, the Commission submitted to the Secretary of State the names of candidates and committees that filed campaign finance reports late.

## PUBLICATIONS:

The Commission publishes copies of the Campaign Finance Law as it pertains to candidate elections (21 M.R.S.A., Chapter 35) and Initiative and Referendum Campaigns (21 M.R.S.A., Chapter 35-A).

The Commission also publishes guidelines for candidates and committees to clarify reporting obligations.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 7,067 | 7,067 | | | | |
| Retirement | 1,283 | 1,283 | | | | |
| Rents | 165 | 165 | | | | |
| Other Contractual Service | 1,474 | 1,474 | | | | |
| Commodities | 319 | 319 | | | | |
| **TOTAL EXPENDITURES** | 10,308 | 10,308 | | | | |

# (OFFICE OF) GOVERNOR

**JOSEPH E. BRENNAN, GOVERNOR**

*Central Office:* Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
*Mail Address:* Statehouse, Augusta, Maine 04333

*Established:* Circa 1820

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102; *Citation:* 2 M.R.S.A., Sect. 1

*Average Count—All Positions:* 12 *Legislative Count:* 12

**PURPOSE:** The Governor serves to direct the affairs of state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, all forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

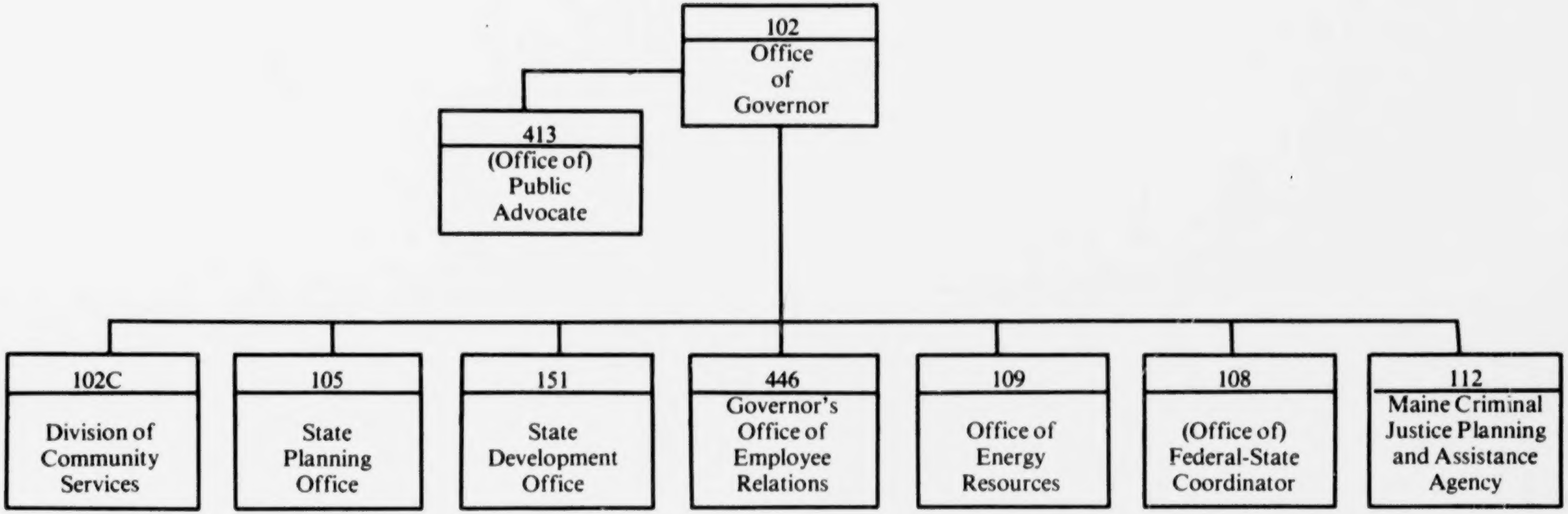
**PROGRAM:** In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

**Governor's Office.** The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

**Blaine House.** The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

## ORGANIZATIONAL CHART
## EXECUTIVE DEPARTMENT
## UMB 07


102
Office of Governor
413
(Office of) Public Advocate
102C
Division of Community Services
105
State Planning Office
151
State Development Office
446
Governor's Office of Employee Relations
109
Office of Energy Resources
108
(Office of) Federal-State Coordinator
112
Maine Criminal Justice Planning and Assistance Agency

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## EXECUTIVE DEPARTMENT (OFFICE OF) GOVERNOR

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,191,017 | 1,972,342 | 37,786 | | 1,180,889 | |
| Health Benefits | 113,925 | 66,813 | 990 | | 46,122 | |
| Retirement | 493,638 | 293,886 | 6,791 | | 192,961 | |
| Other Fringe Benefits | 16,860 | 9,780 | 187 | | 6,893 | |
| Computer Services—Comm | 9,812 | 5,695 | | | 4,117 | |
| Computer Services—State | 63,849 | 51,508 | 590 | | 11,751 | |
| Other Contractual Service | 1,948,829 | 1,386,722 | 42,526 | | 519,581 | |
| Rents | 48,083 | 16,533 | 3,835 | | 27,715 | |
| Commodities | 136,198 | 77,686 | 37 | | 58,475 | |
| Grants—Subsidies—Pensions | 35,824,910 | 1,077,353 | 13,644 | | 34,204,413 | 529,500 |
| Equipment | 76,507 | 17,121 | | | 59,386 | |
| Transfers to Other Funds | 70,708 | | 1,289 | | 69,419 | |
| **TOTAL EXPENDITURES** | 41,994,336 | 4,975,439 | 107,675 | | 36,381,722 | 529,500 |

| (OFFICE OF) GOVERNOR (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 342,786 | 342,786 | | | | |
| Health Benefits | 11,711 | 11,711 | | | | |
| Retirement | 54,596 | 54,596 | | | | |
| Other Fringe Benefits | 1,590 | 1,590 | | | | |
| Computer Services—State | 638 | 638 | | | | |
| Other Contractual Service | 107,140 | 107,140 | | | | |
| Rents | 627 | 627 | | | | |
| Commodities | 27,820 | 27,820 | | | | |
| Grants—Subsidies—Pensions | 86,500 | 86,500 | | | | |
| Equipment | 3,562 | 3,562 | | | | |
| **TOTAL EXPENDITURES** | 636,970 | 636,970 | | | —49 | |

# GOVERNOR'S ADVISORY COMMISSION ON MAINE-CANADIAN AFFAIRS

## ROLAND D. LANDRY, COORDINATOR

*Central Office:* 193 State Street, Augusta *Telephone:* 289-2656
*Mail Address:* Statehouse Sta. #59, Augusta, Maine 04333

*Established:* 1975 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102G; *Citation:* FY 75 Exec. Order 11

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** This commission was established to study and evaluate existing activities in the State on both the governmental and private levels, involving Maine/Canadian cooperation, particularly with the Eastern Canadian provinces; to strengthen all areas of worthwhile regional cooperation with Canada; and to coordinate new areas of fruitful regional enterprise, with particular attention to the potential for economic development, environmental improvement and energy exchanges. The Commission disseminates information to the public, encourages and promotes economic, governmental, cultural, and educational exchanges and modes of contact. The areas of involvement include: tourism, fisheries, transportation, industrial and economic development, the environment, agriculture and forestry, cultural affairs, banking and finance.

Specific functions include coordinating conferences and meetings between State officials and their Canadian counterparts, promoting and implementing student, cultural and crafts exchanges, responding to citizens' inquiries on immigration and customs regulations, supporting the implementation of the New England Governors' and Eastern Canadian Premiers' programs at the State level, actively participating in border problems arising from labor, rights-of-way, licensing and flooding involving border municipalities. The economic development participation includes tariff surveys, promotion of Maine products among our Canadian neighbors, and evaluation, study and coordination of industrial development proposals for Maine/Canada.

The commission also serves as a referral, information, and translation service for various governmental departments, private industry and private citizens and acts as a liaison for the Governor's office with the Canadian provincial and federal governments and the U.S. government.

**ORGANIZATION:** From 1970 through 1972, the Office of the Governor became increasingly involved in Canadian matters. With this growth in Canadian contacts, the initial Executive Order was established in January 1973. With the desire to develop additional cooperation, the Governor reestablished by Executive Order the Governor's Advisory Commission on Maine-Canadian Affairs in 1975.

**PROGRAM:** Since 1973 the office pursued many new areas of cooperation with Canada. In 1975 the coordinator was given new specific emphasis in the following areas: agriculture and forestry, tourism, fisheries, transportation, and banking and finance. The activities and coordination have included help in implementing the project designated by the New England Governors' and Premiers' Conference in L'Esterel, Quebec, in June of 1979. Topics included discussion on energy resources, transportation and tourist programs. Under the co-chairmanship of the Governor, a new tourist program, known as the International Tourism Region, is being implemented. The program will market New England and the Eastern Canadian Provinces as a tourism region.

In agriculture and forestry the coordinator has acted as a referral center for mutual cooperation and exchange by Provincial and State officials. The office of coordinator is exploring new improved routes between Quebec and Maritime Provinces and New England. Furthermore, the coordinator is serving as a referral and information center, in Canadian Affairs, for various governmental departments, private industry, and private citizens, and acts as coordinator between the (Office of) the Governor and the Provincial Premiers' offices.

In June 1980, the coordinator assisted in implementing the projects designated by the New England Governors' and the Eastern Provinces Premiers' Conference held in Vergennes, Vermont. The coordinator also participated in a Canadian Trade Mission which was held in Montreal.

In November of 1980, the Office began work on the 1981 Quebec Winter Carnival in which the Governor, and a large Maine delegation participated. During the month of January 1981 until the week of the Winter Carnival this Office finalized the plans for the State of Maine weekend at the Carnival.

In June 1981, the coordinator assisted in implementing the projects designated by the New England Governors' and the Eastern Provinces Premiers' Conference held in St. John, Newfoundland.

In October of 1981, preparations began for the 1982 Quebec Winter Carnival.

In February of 1982, over 300 people from Maine attended the Quebec Winter Carnival along with the Governor.

On June 20, 21, 22, 1982, the Governor was host for the 1982 New England Governors' and Eastern Provinces Premiers' Conference, held at Rockport. The Maine Canadian Affairs Coordinator prepared and made all arrangements for the Conference.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# DIVISION OF COMMUNITY SERVICES

**JADINE R. O'BRIEN, DIRECTOR**
**JANET W. PETERS, Assistant to the Director**

*Citizen's Assistance* 1-800-452-4617
*Central Office:* Stevens School, Flagg-Dummer Bldg., Hallowell *Telephone:* 289-3771
*Mail Address:* Statehouse Sta. #73, Augusta, Maine 04333

*Established:* 1964

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102C; *Citation:* FY 76 Exec. Order 4

*Average Count—All Positions:* 49 *Legislative Count:* 16

*Seasonal variations in number of employees will occur as a result of such projects as the Youth Conservation Corps.

**PURPOSE:** The Division of Community Services was established to advise the Governor, Legislature and the people of Maine regarding the extent and nature of poverty in Maine; to combat poverty through provision of information and technical assistance to appropriate agencies; to identify and mobilize resources available to the State under the federal Economic Opportunity Act of 1964, the Community Services Act of 1974 (extends and offers amendments to the Economic Opportunity Act of 1964) and other antipoverty programs. Appropriate staff and equipment, as necessary to receive assistance from the Department of Health & Human Services, Office of Community Services and to carry out responsibilities of Section 221 of the Community Services Act of 1974 relating to the establishment of a State Office of Economic Opportunity, are authorized. Further, the Maine Community Services Act, P.L., Chapter 126 was passed by the 111th Legislature, signed by the Governor and became effective July 1, 1983. The Act delineates a system of community services and community action agencies to enhance and stimulate economic opportunity and self-suficiency for all citizens.

**ORGANIZATION:** The Division of Economic Opportunity was established in 1964 as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate change in requirements as specified by the federal Office of Economic Opportunity and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. A staff reorganization occurred in January, 1975, with a change of Administration. Effective September 19, 1975, the Division was renamed Division of Community Services.

**PROGRAM:** With the reorganization and renaming of the Division of Economic Opportunity to the Division of Community Services in 1975, the scope of responsibility and program emphasis has been broadened considerably.

In addition to providing technical assistance to all grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or winterization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1983 include the following:

**Community Services Block Grant.** The Federal Community Services Administration was abolished on September 30, 1981 and in its place the Office of Community Services in the Department of Health & Human Services grants to the State of Maine the Community Services Block Grant Program. The Division was authorized by the Governor and the Legislature to accept CSBG funds and administer funds on behalf of the State of Maine. These funds are made available to Maine's 12 Community Action Agencies to provide administrative and program support for activities addressing the needs of low-income people in the areas they serve. The Division received a block grant award of $1,828,101 in FY 83.

**Energy Assistance Program.** The Division was the State administering agency for the 1982-83 Home Energy Assistance Program (HEAP). The purpose of this program is to provide financial assistance and emergency assistance to elderly and low-income households to assist them in paying a portion of their winter heating bills. The Division received $26,628,958 from the Department of Health and Human Services to fund these programs. These funds were subgranted to Maine's twelve Community Action Agencies and to 15 local municipalities who administered the program at the local level. The program provided 52,000 Maine households with an average benefit of approximately $420 per household to meet their energy needs.

**Low-Income Weatherization.** The Low-Income Weatherization Program provides weatherization and energy conservation for the low-income and elderly residents of the State of Maine. Actual program delivery was provided through Community Action Agencies and volunteer groups. Program oversight is provided by the Division of Community Services.

Methods and materials used to weatherize a home include capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking, weatherstripping, chimney repair, etc.

The Division expended a total of $6,054,764 from three funding sources including the federal Departments of Energy and Health & Human Services and the State Legislature. A total of 6,455 household units were weatherized between July 1, 1982 and June 30, 1983.

**Youth Conservation Corps (YCC).** The Maine Youth Conservation Corps is in its tenth year of providing employment and educational opportunities to Maine youths between the ages of 16 and 18. Each year some 40 Maine youths, who are randomly selected without regard to family income, are stationed in remote Baxter State Park working on a wide variety of conservation work projects. Paid the minimum wage ($3.35/hr.) each youth works on projects that include installing water bars, rock steps, and retaining walls to help diminish the effects of soil erosion. Work crews also assist park personnel with their summer's inventory of maintenance and development projects. In addition to the labor intensive conservation work, each youth participates in a structured environmental awareness program provided at a minimum of 10 hours each week.

**Citizens' Assistance Line.** This toll-free incoming WATS line is available to Maine citizens statewide and provides a channel of communication directly to citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during and following the heating season and require considerable attention and time in negotiating with town officials, fuel dealers and utilities.

In addition to the advocacy role, an increasing number of calls deal with information requests and the program is serving as a clearinghouse for a number of services offered by other state, federal and local agencies. Approximately 18,000 citizens were served last year.

**Office of Ombudsman.** The Office of Ombudsman created by Executive Order #6, FY 75-76 receives and investigates complaints against State agencies and State employees.

The office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State Government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely, (2) to protect the officers and employees of the State Government from unwarranted or unjustified criticisms or complaints.

The Office of Ombudsman is an independent, objective intermediary between the people and State Government and strives to reduce errors, injustices or excesses by administrators through the use of criticism, persuasion, and publicity. The Office reviewed, reconciled or resolved 15 citizen complaints this year.

**Surplus Commodities.** In December, 1981, the federal government authorized the release of 30 million pounds of American processed cheese being held in storage by the U.S. Department of Agriculture. The excess of cheese has been caused in part by a 33 year-old Federal farm-price-support policy that encourages farmers to produce more than the market can bear. Thus began again distribution of a surplus commodities program for low-income persons. Through the Division, Maine's community action agencies were designated as food banks in order to distribute the commodities as they became available. Between February, 1982, and April, 1983, in four distributions, 1,251,210 pounds of cheese and 351,252 pounds of butter were given to 214,119 households. Community Services Block Grant funds of $39,591 were allocated for this purpose. In addition, community action agencies assumed other costs at the local level.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DIVISION OF COMMUNITY SERVICES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 624,678 | 210,514 | | | 414,164 | |
| Health Benefits | 23,920 | 6,803 | | | 17,117 | |
| Retirement | 97,072 | 29,549 | | | 67,523 | |
| Other Fringe Benefits | 3,524 | 958 | | | 2,566 | |
| Computer Services—Comm. | 2,800 | | | | 2,800 | |
| Computer Services—State | 20 | | | | 20 | |
| Other Contractual Service | 210,810 | 20,091 | | | 190,719 | |
| Rents | 1,570 | 1,571 | | | —1 | |
| Commodities | 54,894 | 13,973 | | | 40,921 | |
| Grants—Subsidies—Pensions | 34,060,018 | 772,988 | | | 33,287,030 | |
| Equipment | 9,728 | 1,082 | | | 8,646 | |
| Transfers to Other Funds | 50,182 | | | | 50,182 | |
| **TOTAL EXPENDITURES** | 35,139,216 | 1,057,529 | | | 34,081,687 | |

# MAINE CRIMINAL JUSTICE PLANNING AND ASSISTANCE AGENCY

**RICHARD E. PERKINS, EXECUTIVE DIRECTOR**

*Central Office:* State Office Bldg., Augusta *Telephone:* 289-3661
*Mail Address:* Statehouse Sta. #88, Augusta, Maine 04333

*Established:* October 1, 1969 *Sunset Termination Scheduled to Start by:* June 30, 1986

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 112; *Citation:* 5 M.R.S.A., Sect. 3350

*Average Count—All Positions:* 2 *Legislative Count:* 0

*Organizational Units:*
Financial Management and Systems Development
Planning and Program Development

**PURPOSE:** The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was established to plan and develop programs for more effective law enforcement, criminal and juvenile justice and for assisting local and State agencies in implementing improvements in the State's criminal and juvenile justice systems. The MCJPAA administers the federal Law Enforcement Assistance Administration (LEAA) program for the State of Maine. It is empowered to act as the State's planning agency with regard to the Justice System Improvement Act of 1979, the Juvenile Justice and Delinquency Prevention Act of 1977, as amended, and is authorized to make grants for planning and for improvement of law enforcement, criminal justice, and juvenile justice consistent with the intent of these Acts to any agency or organization involved in criminal justice, juvenile justice, and delinquency preventions activities.

**ORGANIZATION:** The Maine Criminal Justice Planning and Assistance Agency was established in 1969 as an agency of the Executive Department, under the name of Maine Law Enforcement Planning and Assistance Agency. By law, the agency consists of a Board of Directors of between twelve and twenty-four members appointed by the Governor, for terms of three years, including, ex officio, the Attorney General, the Commissioner of the Department of Public Safety, the Commissioner of the Department of Mental Health and Corrections, and the Chief Medical Examiner. The remaining appointed members include representatives of units of local government, sheriffs, representatives of groups dealing with juvenile delinquency and representatives of the community generally. In addition to the foregoing the Chief Justice of the Supreme Judicial Court, the State Court Administrator, and a Justice of the Superior Court serve on the Board. The Directors appoint an Executive Director who is responsible for the procurement of the necessary operating staff to carry out the responsibilities of the agency as mandated by federal LEAA guidelines and policies established by the Board. The Agency received its present name in legislation effective June 9, 1975.

**PROGRAM:** Prior to 1968 no agency in Maine was responsible for looking at crime, the criminal justice process and its component agencies, or the effects of crime. The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was created to fill the gap by assessing the problems, identifying needs and implementing vital improvements whose impact would be at statewide, regional and local levels.

The operation of the MCJPAA through its several and varied projects is designed to impact two major goals. The first of these is the improvement and cohesion of the criminal and juvenile justice system and all of its elements. The second is directed to the reduction of crime. Because of the failure of Congress to appropriate funds for the implementation of the Justice Systems Improvement Act, MCJPAA is currently in phase out status. It continues to, and will until December 31, 1983, ensure accountability and compliance, state and federal, for existing grant initiatives. It has, however, withdrawn from the program development activity associated with implementation of the LEAA program.

Listing of major efforts while not totally representative of what has been done or is in process does give some perception of the scope of activity: establishment of mandatory basic training for all law enforcement officers and the concommitant creation of the Criminal Justice Academy along with degree programs within the University system; implementation of a unique statewide integrated radio communications system linking state, county, and local police along with, district attorneys, probation and parole, and correctional facilities in the State.

A major program of law reform resulted first in a complete revision of the Criminal Code and most recently a complete change in the Juvenile Statutes. Similarly, full-time District Attorneys and a court administration system were initiated by grant programs. Accomplishments over the years of the programs are many and significant with major emphasis on system integration and improvement. Most recently a program creating three pre-release/work-release centers around the state to relieve overcrowding at the prison and the correctional center was funded jointly by the agency and a general fund emergency appropriation by the Legislature.

The game plan involves completion of major system changes such as correctional and juvenile service delivery; targeting major crime incidence such as burglary and larceny; and providing specific programs to assist victims and witnesses to the same extent that we now serve offenders.

In the final analysis, perhaps the most significant accomplishment has no direct dollar cost, that is, the Agency has been able to bring together the citizen and the criminal justice professional; the state, the county, and local units of government; to develop mutually acceptable solutions to endemic problems.

**PUBLICATIONS:**

Documents, pamphlets, and brochures are published by MCJPAA yearly depending upon studies and research being conducted by agency funded projects at the time. These are usually made available free of charge.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 92,043 | 7,273 | 37,786 | | 46,984 | |
| Health Benefits | 2,657 | 146 | 990 | | 1,521 | |
| Retirement | 16,335 | 778 | 6,791 | | 8,766 | |
| Other Fringe Benefits | 497 | 26 | 187 | | 284 | |
| Computer Services—State | 1,065 | | 590 | | 475 | |
| Other Contractual Service | 13,291 | 188 | 6,551 | | 6,552 | |
| Rents | 7,575 | | 3,685 | | 3,890 | |
| Commodities | 144 | 11 | 37 | | 96 | |
| Grants—Subsidies—Pensions | 242,459 | 20,855 | 13,644 | | 207,960 | |
| Transfers to Other Funds | 1,199 | | 418 | | 781 | |
| TOTAL EXPENDITURES | 377,265 | 29,277 | 70,679 | | 277,309 | |

# STATE DEVELOPMENT OFFICE

**LESLIE E. STEVENS, DIRECTOR**
**STEPHEN A. BOLDUC, Director of Industrial & Community Development**
**ROBERT H. HIRD, Director of Business Assistance Division**

*Central Office:* 193 State Street, Augusta *Telephone:* 289-2656
*Mail Address:* Statehouse Sta. #59, Augusta, Maine 04333 *WATS Line:* 1-800-452-8719

*Established:* 1975 *Sunset Termination Scheduled to Start by:* June 30, 1985

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 151; *Citation:* 5 M.R.S.A., Sect. 7001

*Average Count—All Positions:* 10 *Legislative Count:* 13

**PURPOSE:** The State Development Office has two major statutory functions: industrial and tourism development. The director implements a program designed to promote and attract new industry to the State, expand existing economic activities in the State and assist existing businesses in finding both domestic and foreign markets for their products. The program may include coordination of activities between the public and private sectors, assistance to local communities in their development efforts, extension of technical assistance to new and existing industries, and to develop and promote economic and job opportunities within the state.

**ORGANIZATION:** The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of the general reorganization of state government, it became the Department of Commerce and Industry.

In June, 1975, the 107th Legislature enacted legislation which abolished the Department and transferred its functions to other new and existing agencies. This legislation established the State Development Office within the Executive Department and assigned this new agency the general development functions of the former Department of Commerce and Industry, with the exception of the research function which was transferred to the State Planning Office.

**PROGRAM:** The activities of the State Development Office (SDO) during the fiscal year ending June 30, 1983 were associated in five program areas, each geared to stimulate the expansion of the State's economy. These program areas are: 1. Industrial Development, 2. Business Assistance and Retention, 3. Community Development, 4. World Trade, and 5. Tourism.

**Industrial Development.** The objective of the industrial development program is to encourage and assist new industries to establish operations in the State of Maine and to encourage and assist existing industries to expand. The State Development Office works with interested businesses in providing technical assistance such as information on labor, wages, taxes, transportation, utilities, and environmental regulations; site location assistance through the maintenance of a comprehensive file of available industrial buildings and sites; financial assistance regarding federal, state and local financing options; training assistance regarding information on federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities or conversely reliable producers of Maine products.

Through a special legislative appropriation, the State Development Office along with local development organizations has initiated a world-wide industrial marketing campaign. Of particular importance was a trade mission held in Boston during which 20 developers throughout Maine accompanied the State Development Office in making calls upon Boston area businesses. Over 100 businesses were called upon during the three day mission which resulted in identifying a number of businesses interested in expanding into Maine.

**Business Assistance.** Recognizing the need to focus on the retention and development of businesses within Maine, the State Development Office in February, 1980 initiated a program to help Maine businesses cope with the turbulent economic times and deal with the many government departments and agencies affecting business. The "Office of Business Assistance" evolved from the pressure created by the increase in regulatory requirements during recent years and by the constant need for assistance in financing, information, and taxation problems. The program's objectives are to assist business with problems concerning federal, state, and local governments; government regulations, permits and licenses; and financial and general information. A toll-free telephone line (800-452-8719) was established to encourage communication from the business community. In 1983, Maine was chosen by the U.S. Department of Housing and Urban Development to participate in a nationwide effort to revitalize small businesses. The Small Business Economic Revitalization Initiative (SBER) is designed to assist small businesses obtain fixed asset financing that will result in the creation of new jobs. In its first six months of operation, the SBER Initiative has resulted in over $6 million of investment in new plant and equipment for Maine businesses.

**Community Development.** In order to assist communities in creating and retaining employment opportunities and improve their tax base, the State Development Office interacts with private and public non-profit organizations as well as private-for-profit organizations. The State Development Office is building a partnership with Maine municipalities and economic development institutions in order to foster an environment conducive to business growth and investment. The State Development Office provides technical assistance in the following areas: organizing for community and economic development; planning and developing community and economic development strategies; developing an industrial development marketing program; and financing and implementing community and economic development projects.

In addition to providing technical assistance, the State Development Office allocated $30,000 of Industrial Development Marketing Grants on a one-to-one basis to assist local development groups market their area. During the last round of this program, the Office awarded eleven grants ranging in size from $800 to $4,700.

**World Trade.** The State Development Office acts to coordinate services and provide a one-stop source of exporting information for Maine businesses.

The Office has gathered reference materials, such as trade directories to build up a library of information that is available to the State's exporters or potential exporters. Research is continuing within the State Development Office to identify Maine products with the best potential for export and to locate the most promising international markets for those products.

Trade leads periodically received by the State Development Office are referred to businesses in Maine which may benefit from the opportunity for direct sales or for licensing or joint venture agreements with foreign firms. The State Development Office independently and in cooperation with others has planned and participated in several projects to promote international trade, including trade missions, trade shows, and export seminars.

Several Maine businesspersons traveled to Germany and Switzerland with Governor Joseph E. Brennan in the fall of 1980 to gain first hand knowledge and experience on how best to sell their products in those markets, and in many cases laid the groundwork for actual distribution. The State Development Office has also conducted a trade mission to Nationalist China, Japan, and Hong Kong. As part of the United States State Department's Pearson Program, a foreign service officer was assigned to the State Development Office to assist in developing the State's international trade program.

Other activities undertaken by the Office include: co-sponsoring seminars on exporting, in particular with Canada, hosting dignitaries from foreign countries, and producing informational brochures for foreign distribution on Maine's business climate.

**Tourism.** The tourism Marketing Program is contracted with a private organization representing all segments of the tourism industry. The current contractor, The Maine Publicity Bureau, answers requests for tourism related information, operates regional tourism information centers, places advertising and promotes tourism both inside and outside the state through publications and other methods. State matching funds up to an annual total of $350,000 are available through the State Development Office to the contractor on a matching basis after it has raised an initial $100,000 annually. During this past year, Governor Brennan proposed, and the Legislature enacted, an expanded tourism program for Maine. This new program established a Tourism Division within the State Development Office and assigned that division with the overall responsibility for tourism promotion in the state. An annual appropriation of $500,000 was provided to perform this function.

In addition to this initiative, a permanent Vacation-Travel Commission was established to provide guidance to the SDO in fulfilling its new responsibilities.

**Community Industrial Building Fund.** In its 1983 session, the Maine State Legislature authorized the State Development Office to make direct loans to local non-profit development corporations for the construction of a Community Industrial Shell Building (C.I.B.). This program, which was formerly administered by the Maine Guarantee Authority, involves the construction of an industrial building shell, generally before a purchaser is available. The company that purchases the building then completes the shell to its own specifications.

**PUBLICATIONS:**

Maine Marketing Directory ($17.50)
Doing Business in Maine (Free)
Maine has the Basics for Good Business (Free)
Maine Metalworking Directory (Free)
Maine Economic Development Report (quarterly) (Free)
Guide to Doing Business with State Government (Free)
Resource Guide to Manpower Training Programs (Free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE DEVELOPMENT OFFICE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 254,264 | 240,606 | | | 13,658 | |
| Health Benefits | 10,458 | 9,872 | | | 586 | |
| Retirement | 39,486 | 37,285 | | | 2,201 | |
| Other Fringe Benefits | 1,412 | 1,325 | | | 87 | |
| Computer Services—State | 7,570 | 7,570 | | | | |
| Other Contractual Service | 786,964 | 739,613 | | | 47,351 | |
| Rents | 6,851 | 6,851 | | | | |
| Commodities | 6,467 | 5,461 | | | 1,006 | |
| Grants—Subsidies—Pensions | 30,000 | 30,000 | | | | |
| Transfers to Other Funds | 2,230 | | | | 2,230 | |
| TOTAL EXPENDITURES | 1,145,702 | 1,078,583 | | | 67,119 | |

# GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS

**DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL**
**KENNETH A. WALO, Division Director, Employee Relations**

*Central Office:* State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
*Mail Address:* Statehouse Sta. #79, Augusta, Maine 04333

*Established:* March 23, 1979 *Sunset Review:* June 30, 1987

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 446; *Citation:* 26 M.R.S.A., Sect. 979A

*Average Count—All Positions:* 10 *Legislative Count:* 11½

**PROGRAM:** Through Executive Order 7 FY 80/81 issued February 6, 1981 the Governor directed that the Commissioner of Personnel assume responsibility for employee relations and for coordination of the functions of personnel administration and collective bargaining.

Accordingly, the program report for this unit is included with the report for the Office of Commissioner of Personnel.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 266,062 | 266,062 | | | | |
| Health Benefits | 7,656 | 7,656 | | | | |
| Retirement | 28,671 | 28,671 | | | | |
| Other Fringe Benefits | 1,208 | 1,208 | | | | |
| Computer Services—State | 17,338 | 17,338 | | | | |
| Other Contractual Service | 104,839 | 104,839 | | | | |
| Rents | 3,474 | 3,474 | | | | |
| Commodities | 6,326 | 6,326 | | | | |
| Equipment | 2,281 | 2,281 | | | | |
| TOTAL EXPENDITURES | 437,855 | 437,855 | | | | |

# OFFICE OF ENERGY RESOURCES

## JOHN M. KERRY, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
*Mail Address:* Statehouse Sta. #53, Augusta, Maine 04333
*Established:* April 29, 1974 *Sunset Termination Scheduled to Start by:* June 30, 1985
*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 109; *Unit Citation:* 5 M.R.S.A., Sect. 5003
*Average Count—All Positions:* 29 *Legislative Count:* 16

**PURPOSE:** The Office of Energy Resources (OER) was established to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that plan; to coordinate all State energy programs; to manage all federal energy programs to be implemented in Maine (including the Fuel Allocation Program); to encourage conservation of energy and development of Maine's native energy resources and to provide information on these activities to the citizens of Maine.

**ORGANIZATION:** The Office of Energy Resources (OER) was first established as a temporary office under the Executive Department by the 106th Legislature in 1973. After approximately 1 year of operation, the Office terminated. Early in 1975 the Office was re-established on a more permanent basis to carry out the purposes delineated in this report. At that time, the Office of Energy Resources assumed the responsibilities and staff of the Fuel Allocation and Conservation Office which had formerly been part of the Bureau of Civil Emergency Preparedness.

In addition to State-initiated programs, the Office of Energy Resources administers energy programs under the Federal Conservation and Production and Energy Extension Service Acts. It is assisted by an Energy Resources Advisory Board which serves in an advisory capacity to the Director. The Board consists of representatives of industry, business, labor, the general public, the academic community, the Public Utilities Commission, and both the Maine House of Representatives, the Maine Senate and the Public Advocate.

**PROGRAM:** The OER began work on a new Comprehensive Energy Resources Plan and a new State Energy Policy. The Plan is a technical assessment of Maine's energy consumption in terms of supply, demand, fuel type and price. It includes an historical analysis, a description of the present situation and future forecasts. Also included is an analysis of various energy resources available to Maine. The Policy is a practical blueprint for State action. The Policy contains specific recommendations to be implemented by Executive Order, agency actions and legislation. For the first time this year's policy and plan are to be included in a single document for public comment and legislative consideration.

The OER also prepared and worked towards the passage of several pieces of new energy legislation which are described in the following sections.

The OER has played a key role on regional and national energy issues during the past year. This is a result of participation in a variety of inter-governmental organizations such as the National Governors' Association, the New England Governors Conference and the Northeast International Committee on Energy. During the year Governor Brennan served as Chairman of the N.G.A. Subcommittee on Renewable Resources and Conservation; the OER Director was staff chairman.

The programs of the Office of Energy Resources are implemented through three divisions: Emergency Management, Planning and Conservation, and Operations.

**Emergency Management Division.** (Due to the abolition of federal oil price and allocation regulations, this division has shifted its major emphasis to energy planning and petroleum supply data analysis.) Activities include:

*Emergency Planning:* In December, 1982 OER completed a comprehensive State Emergency Conservation Plan which outlines the State's response to a shortage of energy resources. The plan emphasizes voluntary compliance with specific conservation measures and includes regulations which can be imposed by the Governor in the event that voluntary action is insufficient to resolve the supply problem.

OER continued to work with the other New England states and the Eastern Canadian Provinces to coordinate emergency energy conservation plans. In April, 1983 OER called the second annual meeting of the task force which is studying ways to develop compatible contingency plans.

Through the New England Governors Conference, OER continued to promote the development of a Regional Petroleum Reserve (RPR). OER met with key federal officials to discuss the reserve and submitted comments to the Department of Energy and to a Congressional Committee supporting an RPR.

During the past year, OER chaired a special five-state task force of the National Governors' Association which discussed emergency planning issues with the Department of Energy. The task force provides states with opportunity to comment on federal emergency response policies and procedures and encourages closer coordination between the states and the federal government.

In December 1982 and May 1983, OER participated in discussion on important energy security issues at the Keystone Center in Colorado. The Center has developed concensus policy positions supporting the development of a model state set-aside program and a complete test of the bidding, drawdown and distribution system of the Strategic Petroleum Reserve.

During May and June of 1983, OER participated in a test of the International Energy Agency's (IEA) oil sharing system. IEA simulated a major reduction in crude oil supplies, and Maine, along with nine other states, informed the Department of Energy of the impact of such a shortage and explained what actions we would take to manage the crisis.

OER submitted written comments to the Department of Energy on issues and policies relating to the Strategic Petroleum Reserve and on procedures followed by the Federal government during an oil shortage. OER continued to participate actively in the development of federal policy on emergency planning issues.

*Petroleum Data Management.* Each month, OER analyzes incoming petroleum supplies, recent consumption trends and in-state petroleum product inventory levels to determine if supplies will meet demand. Computer programs analyzing the EIA Form 782 and the OER Biweekly Stock and Inventory Report, sources of petroleum data, assist in the monitoring effect. OER continues to conduct a bi-weekly price and inventory survey of home heating oil dealers and surveys residual oil prices once a month.

OER continued to work with the National Governors' Association Task Force on State Data Needs to insure that essential State level data is available. OER also worked with the Department of Energy to develop a format for publishing more state-specific data.

In conjunction with the other eight Northeastern states, OER worked to develop a regional monitoring system for home heating oil supplies and prices. Low levels of distillate inventories have raised concerns about the availability of heating oil during the winter months.

*Oil Overcharge Refunds:* During the past year, OER supported state distribution of some of the money collected from oil companies for actual and alleged violations of oil price regulations. In August 1982, OER worked with Governor Brennan to propose a National Governors' Association policy position on State expenditure of oil overcharge refunds which was adopted by the Governors.

**Planning and Conservation Division.** Activities include:

*Legislation:* OER submitted legislation to appropriate $1,660,000 in oil overcharge money to programs that provide restitution to those likely hurt by overcharges; legislation to require retail stove dealers to provide written installation standards to their customers; legislation to allow water and sewer districts to take advantage of the Local Government Bond program; and legislation to make the Public Advocate a member of the Energy Resources Advisory Board. In addition, OER also played an active role in the formulation and passage of five rivers bills sponsored by the Governor's office.

*Canadian and Regional Issues:* OER has expanded contacts with Canadian interests through the Power Planning Committee of the New England Governors Conference and the Northeast International Committee on Energy. In addition to natural gas and emergency planning which are described elsewhere in this report, OER has promoted electricity imports from Canada. Phase I of negotiations with Hydro-Quebec has been completed and 690 mw of electricity will be imported into New England. Phase II negotiations will provide a total of 200 mw if an agreement is reached. Contacts have also been pursued with regard to tidal power.

*Comprehensive Energy Resources Plan:* The Planning Division has responsibility for preparation of the 1983 plan as described earlier.

*Energy Audit Program:* Energy audits provide analyses of the relative costs and benefits of undertaking various energy conservation measures in a building.

The OER continues to offer a free home energy audit to homeowners. More than 6000 have been processed by the OER.

The OER has trained over 60 individuals to perform energy audits for institutional and commercial buildings. Also, the OER prepared a plan for State coordination of the federally mandated Residential Conservation Service which requires large utilities to offer energy audits and related services to customers. OER works through the smaller utilities not included in the RCS program to provide energy audits to their customers. The goal is the availability of energy audits to all Maine homeowners.

*Energy Efficiency Building Standards:* The OER, in conjunction with the Advisory Council on Energy Efficiency Building Performance Standards, completed its preparation of voluntary Energy Efficiency Performance Standards for new buildings in July, 1980. The standards set minimum efficiency levels for the building envelopes and heating, cooling and ventilating equipment. From that time forward, the OER has engaged in a promotion and education campaign to encourage adoption of the standards by the building industry. A new publication, *Enersave* has been distributed to builders, lumber yards, banks and realtors in an effort to provide easily understood information on the advantages of energy efficient construction.

*Natural Gas:* OER continued to meet with companies proposing to construct a pipeline through Maine to import natural gas produced off the coast of the Maritime Provinces. The State has requested a specific volume of gas and five taps to serve new market areas in return for hosting the pipeline.

*Coal:* OER continues to provide technical assistance to residents, businesses and industries who wish to convert to coal. OER also cooperated with the Maine Department of Transportation to study issues relating to increased shipment of coal to Maine.

*Renewable Resource Programs:*

| | |
|---|---|
| *Solar:* | Solar activities emphasize information dissemination and technical training. The office distributes five solar publications dealing with: sunspaces, photovoltaics, solar houses, the economics of solar investments and solar siting. The Solar Installers Certification program has been successfully transferred to the Regional Vocational Institutes and about 150 persons are certified as installers. The solar program itself has been affected by the elimination of Federal funds, however, the office continues to promote sensible, cost effective, solar applications. The solar program will continue to emphasize public education as the best means to advocate this renewable energy resource. |
| *Hydro:* | OER submitted a comprehensive hydropower plan to the Federal Energy Regulatory Commission which projects 340 mw of hydro power development in the State. The Office of Energy Resources actively assists hydro developers in the Federal and State regulatory process. Such assistance entails identification of initial regulatory concerns, regulatory agency contacts, and identification of licensing options, as well as assistance in the preparation of Federal licensing applications. OER participates in the project review process as well, providing formal comments to state regulatory agencies as mandated by law. A publication describing the Federal and State regulatory process, *Regulatory of Hydropower Development,* is available from OER. OER also provides technical assistance on hydropower site evaluation, project formulation, and project financing. *Hydropower Site Evaluation,* a primer on prefeasibility assessment, is available from the OER. |
| *Tidal:* | OER continues to monitor the development of tidal power projects such as Half Moon Cove, Cobscook Bay, and the Bay of Fundy. OER and the State Planning Office are conducting an inventory of tidal power sites along the Maine coast. |
| *Wood:* | Residential wood energy activities emphasize collection and dissemination of consumer information, monitoring of fuelwood supply and demand and work towards resolving wood-burning safety issues. OER revised and made available publications on buying firewood, recommended stove installation standards and safe wood-burning information. OER continues |

to promote safe residential woodburning techniques throughout Maine. Woodburning use patterns of Maine residents for the 81-82 heating season were the subject of an OER survey. OER continues to monitor whole tree chip and pellet developments and to work closely with the Maine Forest Service in these areas.

*Alcohol Fuels:* Alcohol fuels activities in Maine have slowed. One ethanol project is planned to begin construction and a wood to methanol plant may be sited in Maine. OER is working with the blueberry specialist at UMO on a demonstration project to replace #2 fuel oil with methanol for burning the blueberry barrens. OER continues to provide consumer information on alcohol fuels and to monitor alcohol sales in the state. OER will serve as staff to the Legislatively-established Committee to study a tax exemption for alcohol fuels.

*Wind:* OER continues to run its anemometer loan program to collect wind data in areas of the state where no data currently exists and to help individuals decide whether they have sufficient wind for a wind machine. Currently 10 anemometers are available.

*Peat:* In cooperation with the Maine Geological Survey, the OER completed the third field season of its peat program which is designed to determine the amount and location of fuel-grade peat in Maine that can be harvested and utilized in an environmentally acceptable manner. Reports have been published which describe the results of the field work. OER in cooperation with the MGS and USGS continued studies on the surficial and groundwater movements in peat deposits.

*Cogeneration:* OER continues to provide assistance to businesses and industries in assessing the feasibility of cogeneration. At the request of the Office of Public Advocate, the OER provided expert testimony to the Maine Public Utilities Commisson on the potential for cogeneration development.

*Electric Power Analysis:* The OER continues to analyze electricity developments in Maine with respect to the need for power and cost. Assistance was provided to the Public Advocate's Office on several cases before the PUC, including fuel adjustment hearings for Central Maine Power, and rate cases for CMP and Maine Public Service Company. OER staff testified on cogeneration, wood energy, oil prices, and utility conservation loan programs as they relate to rates.

**Operations Division.** Activities include:

*The Energy Extension Service:* The EES operates through five regional offices in Portland, Lewiston, Augusta, Bangor and Presque Isle. These offices assist in the delivery to the public of OER programs focusing on energy conservation and the use of renewable resources. Activities included workshop presentations and followup technical assistance to Maine citizens, promotion of Class B audits, adult education courses, solar energy tours, energy fairs, business seminars and backup support for Rideshare. During 1982-83, the EES held 95 workshop presentations attended by approximately 2,000 Maine residents and supplied 135 citizens with followup technical assistance.

*Energy Conservation Month:* During October of 1982, the EES coordinated Energy Conservation Month. With the help of a variety of service organizations and local experts, OER was able to help 11,000 Maine people to deal with their energy problems and concerns on a face-to-face basis. The month was accompanied by a statewide media campaign aimed at promoting energy conservation and the use of renewable resources.

*Information Activities:* Information activities were concentrated on general energy information dissemination to the public. Currently, OER in Augusta handles an average of 302 information requests per month. During October, OER instituted a 24 hour information telephone line allowing people to call OER at anytime with requests for information. During 1982-83, OER continued its State of Maine Energy Center Program. The Center is a large recreational vehicle that travels throughout the state visiting towns, fairs and other special events. The Center contains information about energy conservation and renewable resources. More than 20,000 people have toured the Center since the program began in January of 1982.

On a general level, through ongoing media contact, the OER informs the public of major new developments, trends and programs in energy.

*Rideshare:* The OER was in the final year of a $100,000 Federal Highway Administration

Grant during 1982-83. In the past year OER established 9 Park and Ride lots throughout the state to complement 13 such lots operated by the Maine Turnpike Authority. The State Vanpool Program was expanded to 7 vans.

In cooperation with the Maine Department of Transportaiton, vanpools for stae employees currently operate to Augusta from Lewiston-Auburn, Portland, Brunswick, Waterville, Winthrop, Readfield and Jefferson. OER also operates a carpool matching service for state employees. OER offers carpool matching services for all Maine residents statewide and provides technical information for potential vanpool operators.

*Institutional Building Grants:* OER uses a combination of Federal and State funds to provide energy audits and help finance energy conservation improvements in Maine schools, hospitals and local government buildings. The following information reflects cumulative totals for these grant programs. For schools and hospitals, Federally allocated funds total over $5 million. Through bond issues, the State has contributed $17 million. Currently, about 850 schools and 40 hospitals have received assistance. This program is jointly administered with the Bureau of Public Improvements. The Federal contribution for local government buildings totals $165,000. The state has provided an additional $2.5 million through a bond issue. More than 200 communities have received assistance.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| OFFICE OF ENERGY RESOURCES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 473,298 | 269,056 | | | 204,242 | |
| Health Benefits | 18,207 | 10,746 | | | 7,461 | |
| Retirement | 77,207 | 45,315 | | | 31,892 | |
| Other Fringe Benefits | 2,601 | 1,499 | | | 1,102 | |
| Computer Services—Comm | 7,012 | 5,695 | | | 1,317 | |
| Computer Services—State | 17,823 | 10,671 | | | 7,152 | |
| Other Contractual Service | 222,331 | 96,188 | 28,418 | | 97,725 | |
| Rents | 11,493 | 1,747 | | | 9,746 | |
| Commodities | 16,530 | 7,037 | | | 9,493 | |
| Grants—Subsidies—Pensions | 530,831 | | | | 1,331 | 529,500 |
| Equipment | 33,383 | 2,168 | | | 31,215 | |
| Transfers to Other Funds | 4,386 | | 811 | | 3,575 | |
| **TOTAL EXPENDITURES** | 1,415,102 | 450,122 | 29,229 | | 406,251 | 529,500 |

# GOVERNOR'S ADVISORY BOARD ON EXECUTIVE CLEMENCY

### DAVID E. REDMOND, CHAIRMAN

*Central Office:* Twin Island Acres, Biddeford *Telephone:* 289-3531
*Mail Address:* Statehouse Sta. #1, Augusta, Maine 04333

*Established:* 1977 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102J; *Citation:* 1977 Exec. Order 5

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** As established by Executive Order number 5 on May 16, 1977, the Governor's Advisory Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than every two months.

**ORGANIZATION:** The Governor's Advisory Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The Board consists of three persons appointed by the Governor to serve at his pleasure.

**PROGRAM:** The Governor's Advisory Board on Executive Clemency met for the first hearings on July 27, 1977. Following this first hearing, the Board met on the last Wednesday of every month. The Governor met with board members following each of these hearings to discuss the individual requests for pardons or commutations of sentences. The Board continues to meet the last Wednesday of every month.

Board members are: Alex A. Nichol, Cape Elizabeth, Donald Nichols, Augusta, David E. Redmond, Biddeford. Alternate member: Charles Abbott, Auburn, and Wanda Evans, Hallowell.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the (Office of) the Governor.

# (OFFICE OF) FEDERAL-STATE COORDINATOR

## S. KIRK STUDSTRUP, FEDERAL-STATE COORDINATOR

*Central Office:* Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
*Mail Address:* Statehouse, Augusta, Maine 04333
*Established:* 1965 *Sunset Review:* Not Established
*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 108; *Citation:* 1965 P & SL Chap. 262
*Average Count—All Positions:* 3 *Legislative Count:* 3

**PURPOSE:** The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

**ORGANIZATION:** The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

**PROGRAM:** As an aide to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources and energy, and may function as a legal advisor. He also serves as liaison with the State of Maine Office in Washington and the Congressional Delegation. The Office handles relations with the New England Governors' Conference, the National Governors' Conference and other national organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| (OFFICE OF) FEDERAL-STATE COORDINATOR | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 72,853 | 72,603 | | | 250 | |
| Health Benefits | 2,102 | 2,102 | | | | |
| Retirement | 5,750 | 5,698 | | | 52 | |
| Other Fringe Benefits | 387 | 387 | | | | |
| Other Contractual Service | 44,851 | 8,393 | | | 36,458 | |
| Rents | 184 | | | | 184 | |
| Commodities | 588 | 109 | | | 479 | |
| Transfers to Other Funds | 1,075 | | | | 1,075 | |
| **TOTAL EXPENDITURES** | 127,790 | 89,292 | | | 38,498 | |

# STATE AGENCY HOUSING COORDINATING COMMITTEE

### SHARON MITCHELL LUNNER, CHAIRPERSON

*Central Office:* 320 Water Street, Augusta *Telephone:* 623-2981
*Mail Address:* P.O. Box 2669, Augusta, Maine 04330

*Established:* 1981

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102W; *Citation:* Exec. Order 1 FY 82

**PURPOSE:** One of the Committee's major goals is to coordinate housing activities within the state in order to maximize limited resources, to avoid duplication and to target programs to areas with greatest needs. The SAHCC works closely with the Maine State Housing Authority Advisory Board in the development of housing policy.

**ORGANIZATION:** The membership of the SAHCC includes representatives of the: Maine State Housing Authority, State Planning Office, Office of Energy Resources, Bureau of Maine's Elderly, Bureau of Mental Retardation, Division of Community Services, Farmers Home Administration, and Veterans Administration. The Committee is chaired by the Director of the Maine State Housing Authority.

**PROGRAM:** The Committee meets on a near monthly basis. No money from the state's General Fund is used to support the activity of the SAHCC. No job slots are assigned to this Committee. Staff support is provided by the Maine State Housing Authority.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS

### WILLIAM B. TROUBH, CHAIRMAN

*Central Office:* State House, Augusta; *Floor:* 2 *Telephone:* 289-3531
*Mail Address:* Statehouse Sta. #1, Augusta, Maine 04333

*Established:* 1979

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102P; *Citation:* Exec. Order 5 FY 79

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Governor's Select Committee on Judicial Appointments was created to provide assistance in the appointment of judicial officers and members of the Workers Compensation Commission which the Governor must nominate. Consequently, the Committee investigates, evaluates and provides advice to the Governor on all potential candidates for these appointments. However, the final decision in any case rests solely with the Governor.

**ORGANIZATION:** On March 5, 1979 the Governor issued Executive Order #5 creating the Governor's Select Committee on Judicial Appointments. The Committee consists of four or more persons appointed by the Governor to serve at his pleasure and the chairman is also designated by the Governor. All members of the Board are Maine citizens and are members of the bar who have demonstrated such qualities in their private and professional lives that would assist them in evaluating candidates for judicial office.

The Committee meets at the call of its chairman and at least seven days notice shall be given to members prior to the meeting. The Committee members are entitled to $45.00 per diem compensation plus expenses.

**PROGRAM:** During fiscal year 1983, the Governor's Select Committee on Judicial Appointments met or conferred several times to discuss and review the qualifications of potential candidates for appointment to judicial posts and the Workers' Compensation Commission. Of the many possible individuals considered, the names of those that were viewed by the Committee to have superior qualifications were forwarded to the Governor for his consideration.

In turn fifteen of these suggested candidates were nominated by the Governor to fill vacant posts. Fourteen of these nominees were ultimately confirmed by the Maine State Senate.

The Select Committee has materially contributed to the unusually high caliber of Governor Brennan's appointees to the bench and the Workers' Compensation Commission.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administraive decision, included with those of Office of Governor.

# MAINE LAND AND WATER RESOURCES COUNCIL

### RICHARD BARRINGER, CHAIRMAN
### CRAIG W. TEN BROECK, EXECUTIVE SECRETARY

*Central Office:* State Planning Office, Augusta *Telephone:* 289-3261
*Mail Address:* Statehouse Sta. #38, Augusta, Maine 04333

*Established:* March 19, 1976 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102H; *Unit Citation:* FY 79 Exec. Order 12

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

**ORGANIZATION:** The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been amended by Executive Order No. 9 FY 80/81.

The Council's membership consists of: the Director of the State Planning Office, who is the chair, the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Human Services, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Director of the State Development Office, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; and the Chairman of the Regional Planning Commission's Directors Association.

**PROGRAM:**

HIGHLIGHTS OF 1982 ACTIVITIES

The Land and Water Resources Council was especially concerned in 1982 with issues of hydropower development and rivers protection.

Council members, agency staff, and the Executive Secretary to the Council collaborated to prepare a package of legislation for the Governor to submit to the first regular session of the 111th Legislature, which balances hydropower development with rivers protection.

The legislation protects the waters and shorelands of almost 1100 miles of Maine's most outstanding rivers from new dams and other incompatible development; streamlines the licensing of new hydropower projects in Maine; provides the State's fisheries agencies with the authority to require fish passage facilities where they are needed; improves state and local enforcement of our environmental laws; and transfers to the DEP authority over abandoned and neglected dams.

The following three sections describe the Council's progress in three major areas of endeavor: policy formulation; developing a resource management system; and solving high priority problems.

I. POLICY FORMULATION

**Hydropower Development and Rivers Protection.** Maine has 32,000 miles of flowing rivers and streams, the shorefront to which is owned by tens of thousands of Maine people, each with a strong interest in river use and protection. Because of our great rivers, Maine has 40% of New England's potential for hydropower at existing dams, and fully 70% of the potential at new sites. The resurgence in interest in hydropower development has once again brought forth the potential for conflict among various river uses.

Governor Brennan has said that "Perhaps no matter of public policy has been more enduring, more complex, and more emotionally explosive throughout Maine history than the use of our pubic waters and rivers." In expressing his high degree of concern regarding Maine's rivers, the Governor said: "There can be little doubt that our water resources are now about to assume an importance in Maine public policy which they have not held in at least a generation. Today it is our generation's turn to write another chapter in this continuing story. It is the intention of our administration that ours will be written in terms of wisdom, responsibility, balanced judgment, and good effect for the people of Maine.

**Maine Rivers Study.** In June 1981, the Governor directed state agencies to undertake several actions. One of the most important was his request that the Department of Conservation identify river stretches in the State that provide unique recreational opportunities or natural value and develop a strategy for protecting these areas. The Department, working with the Mid-Atlantic Office of the National Park Service, conducted what is known as the *Maine Rivers Study*.

The Study used a quantitative evaluation system to rank rivers, based on the value of their resources and uses. The study relied extensively on existing information collected by federal and state agencies and private organizations. A series of public hearings also provided public testimony that significantly influenced the identification and evaluation of various rivers resource values.

The rivers were then placed into four categories: "A" rivers displayed the highest composite values and are of statewide or greater significance; "B" rivers are of statewide significance; and the "C" and "D" rivers are of regional or local significance.

The Department recommended to the Governor that he issue an Executive Order to protect certain of the "A" rivers.

**Executive Order.** The Governor acted on the Department's recommendation by issuing an Executive Order on July 6, 1982, protecting 1100 miles on 16 Maine rivers from new hydro development. The Order also requires that redevelopment of existing dams be done so as to enhance the significant resource values of these rivers or not diminish them. It directs that the actions of Executive Departments and agencies be consistent with this policy. It also urges independent regulatory, quasi-judicial and judicial agencies to take actions which are consistent with protection of these outstanding rivers.

The Executive Order also directed "that the State Planning Office, in consultation with the Cabinet Committee on Hydropower Policy, shall survey and assess the adequacy of existing legal, regulatory and administrative mechanisms to provide for the use in the best interests of the people, of those river stretches identified as having outstanding significance in the Maine Rivers Study." The Governor asked that the Office submit a report along with appropriate recommendations to him by December 1, 1982.

Finally, the Executive Order directed the Office of Energy Resources (OER) to prepare by October 1, 1982, a comprehensive plan as envisaged in Section 10(a) of the Federal Power Act, and to submit it to the Federal Energy Regulatory Commission (FERC). The purpose of the plan is to provide a base of technical information and policy guidance to influence FERC's decisions on license applications for Maine hydro projects.

**State Planning Office Rivers Study.** The State Planning Office's December 1 report to the Governor examined the Maine Mandatory Shoreland Zoning Law and local ordinances developed under it; the Land Use Regulation Commission's zoning of rivers in the unorganized territory; the Department of Environmental Protection's administration of the Site Location of Development Law and other environmental statutes; as well as other applicable state and federal statutes and regulations. In addition, the study investigated the workings of the Saco River Corridor Commission as a river resource management tool; Maine's existing fishery and outdoor recreation programs; and various state and federal programs which make investments in developed waterfronts.

Based on these and other studies, the SPO concluded that while existing legal, regulatory and administrative mechanisms generally achieve the objectives for which they were originally established, they do not address adequately a number of problems and opportunities which the special values of Maine's significant rivers now afford Maine people.

The report made recommendations in four areas. They involve:

1. improving enforcement of Maine's environmental laws;
2. modifying the law and regulations to protect the unique values of the "A" and "B" rivers, with special attention to the outstanding recreation opportunities afforded by the undeveloped "backcountry" river segments;
3. enhancing the recreation potential of the "A" and "B" rivers and providing the facilities needed by the public to enjoy these opportunities; and
4. revitalizing and redeveloping deteriorated waterfronts.

The State Planning Office prepared legislation for the Governor to submit to the first regular session of the 111th Legislature to implement some of its recommendations. Others will be implemented by an Executive Order and through agency budget requests.

**Comprehensive Hydropower Plan.** This plan consists of the following: (1) The Governor's July 6, 1982 Executive Order protecting certain "A" rivers and tributaries from new hydropower development; (2) the Maine Rivers Study; (3) an analysis of Maine's electric energy needs in 1990 and 2000, which indicates the role that hydropower can play in meeting Maine's energy needs; and (4) a summary of statewide fisheries management plans of the Departments of Inland Fisheries and Wildlife, Marine Resources and the Atlantic Sea Run Salmon Commission.

The plan provides for a balanced approach, allowing for significant hydropower development, while providing for the protection of certain outstanding river stretches. Maine currently has 618 megawatts of hydropower on line, and there exists an additional 700 megawatts of potential, 236 of which the OER has targeted for development. The State plans to intervene before FERC, both in support of and in opposition to specific proposed projects, in furtherance of the plan. It was submitted to FERC on October 1, 1982.

**Hydropower and Dams Legislation.** The Council prepared L.D. 1721 "An Act to Promote the Wise Use and Management of Maine's Outstanding River Resources." The Act requires legislative approval for new dams on 1100 miles of Maine's most unique rivers. It also protects from incompatible development the shorelands of these and other rivers in the state.

The Act also improves the regulatory system for issuing permits for hydro projects. Formerly, hydropower projects were reviewed by as many as four state agencies under as many as eight different state laws. The Land & Water Resources Council's Hydropower Study Subcommittee recommended to the Council in October 1981 that the then existing environmental regulatory system, which reviews hydro projects, be streamlined to provide for review of all types and aspects of these projects under one law. The Department of Environmental Protection, working with the Cabinet Committee on Hydropower Policy, prepared draft legislation for submission to the first regular session of the 111th Legislature to streamline the hydropower regulatory system. The legislation was enacted and signed into law June 17, 1983.

It was also decided that administrative responsibility for the Neglected, Abandoned and Inspection of Dams Acts should be transferred from the Department of Agriculture, Food and Rural Resources to the Department of Environmental Protection (DEP), because these Acts concern issues more appropriately dealt with by the DEP. The DEP, working with the Cabinet Committee on Hydropower Policy, prepared draft legislation for submission to the 111th Legislature to effect this transfer of responsibility.

The legislation provides for inspection of dams, to determine their potential risk to public safety, and requires that dams be registered annually, the money from which will pay for operating the registration program and support the costs of inspection. It also establishes procedures for awarding ownership of a dam when no owner can be found, or an existing owner wishes to abandon his or her claim to a dam. It further authorizes the Commissioner of DEP to establish water levels on lakes regulated by dams. It limits the review criteria to those involving public safety, access and uses; public resources of fish and wildlife habitat, water quality and water supplies; and private use for power production. The legislation was enacted and signed into law on June 10, 1983.

**Fishway Statutes.** The Cabinet Committee on Hydropower Policy asked the Departments of Inland Fisheries and Wildlife (IF&W) and Marine Resources (DMR) to revise their respective fish passage statutes to facilitate public involvement in their decision-making processes on fishway requirements. The Departments, working closely together, prepared identical legislation, with the exception that DMR's legislation restricts its jurisdiction to coastal waters and anadromous fish, and IF&W's legislation pertains to inland waters and to both anadromous and migratory fish (landlocked salmon and brook trout).

Both acts provide that any interested person may request the Commissioner to hold a public hearing, so that he or she will have the benefit of public comments prior to making a decision. The Acts also specify that the owner of any artificial obstruction shall be liable for the costs of fishway design, construction, repair, alteration or maintenance as required by a decision of the Commissioner. Both bills were enacted and signed into law in June 1983.

**FERC Coordination Committee.** The Council's Hydropower Study Subcommittee also recommended that the Governor issue an Executive Order establishing a process for coordinating state agency comments to FERC on its notices for Preliminary Permits and Licenses for hydropower projects. The process is intended to provide for a coordinated review of hydro projects among various state agencies, and to reduce both the time and complexity of the review process for the applicant while maintaining appropriate environmental standards.

The Governor acted on this recommendation by issuing an Executive Order on March 16, 1982, which directs the Land and Water Resources Council to establish a standing committee to review FERC applications, and to facilitate communication between state agencies and developers. The standing committee consists of the Director of the State Planning Office, who serves as the Chair; the Directors of the Bureaus of Civil Emergency Preparedness and the Office of Energy Resource; and the Commissioners of the Departments of Conservation, Environmental Protection, Inland Fisheries and Wildlife, Marine Resources and the State Historic Preservation Officer.

Since its inception the FERC Coordinating Committee has not had to resolve any disagreements among state agencies on hydro projects; however, the timely sharing of information between committee members has been beneficial to the mutual understanding of each agency's concerns. The process is also beneficial in that it strengthens the State's position with FERC by providing a coordinated policy position on projects.

**Cobscook Bay Tidal Power Project.** Tidal power has fascinated people for centuries because the ebb and flood of the tides promise a never-ending source of energy. In Maine, Cobscook Bay has been the focus of this fascination. In August 1980, the Corps of Engineers issued their report on the feasibility of tidal power generation in Cobscook Bay, concluding that out of sixteen sites they evaluated in Cook Inlet, three sites offer the best prospects for development: Rainbow on Turnagain Arm, Point MacKenzie on Knik Arm, and above Eagle Bay on Knik Arm.

The Council's Subcommittee on the Half Moon Cove Tidal Power Project reviewed the report and recommended to the Governor that he ask the Corps to proceed into the second phase of the study. The Governor, in a February 3, 1982 letter to Colonel C. E. Edgar, III, Division Engineer for the Corps, New England Division, said that "Since your work suggests that tidal power might be highly attractive for the long term, it is now important that we establish whether it is an environmentally sensible strategy."

The Governor asked the Corps to conduct the necessary environmental studies. However, the Corps has not received funding from Congress to conduct the second phase of the Cobscook Bay Study, which they estimate will cost about $1.6 million, and therefore a timeframe for completion of the study cannot be established at this time.

## II. DEVELOPING A RESOURCE MANAGEMENT SYSTEM

**Peatland Subcommittee Report.** Peat is a largely untapped native resource that has significant energy uses, and may also have valuable agricultural applications. Peatlands have been an important part of the domain of botanists, who for centuries have marveled at the rare and unique flora of these spongy habitats. However, until recently little was known about the extent and quality of the peat from these areas in Maine.

In the summer of 1979 the Department of Conservation and the Office of Energy Resources initiated a comprehensive evaluation of Maine's peat resource, focusing primarily on the extent and suitability of Maine peat for energy and other economic uses. There are some 6 to 8,000 separate peatlands in Maine, covering a total of 500,000 to 700,000 acres, or 2.4 to 3.5 per cent of the total land area. The DOC/OER study found that only about 58,000 acres, or 10% of our total past resource, is suitable for large-scale economic development.

As a result of the increased interest in the use of peat, Governor Brennan, in his June 1981 Energy Policy, directed the Land and Water Resources Council to establish a subcommittee to identify peatlands that should be preserved because of rare plant species, rare animal habitat, or other unusual peatland characteristics; and asked that the Council recommend measures to protect peatlands identified as meriting preservation.

The Council established a subcommittee to prepare recommendations for its consideration on these issues. After long and difficult deliberations, the subcommittee forwarded its report to the Council in May of 1982. In June of 1982, the Council adopted most of the recommendations of the subcommittee.

The most important recommendation requests the Commissioner of the Department of Conservation to establish a screening committee, comprising people with expertise in various resource fields, to screen the economically significant peatlands and determine which are unique or representative and worthy of protection.

The Department is waiting the completion of several on-going peat research programs before screening peatlands for their ecological significance. It is expected that the screening process will be completed by the Fall of 1983.

## III. SOLVING HIGH PRIORITY PROBLEMS

**Saco River Water Supply Study.** In general, Maine is a state well-blessed with water. We have an abundance of surface water in our lakes and great rivers, and extensive ground water aquifers in the sand and gravel deposited by the glaciers. However, local shortages for municipal supply purposes are occurring in southern Maine.

The Army Corps of Engineers in May 1982 issued a preliminary report on the water supply problems in Saco and southern Maine coastal river basins. Public water suppliers in the region have trouble meeting the maximum day peak demands during the summer, when an influx of seasonal residents and tourists tax the water supplies.

Conservation measures alone cannot alleviate the problems. The Corps study said that the Saco River is a vital source of good quality water which is important to the region because of its projected future water supply deficits. "It is therefore crucial that every precaution be taken to preserve the river's ability to provide large quantities of relatively good quality water."

The Council, after considering the Corps' report, decided that there was a need for further study of the water supply problems in the Saco River Basin. The Council requested the State Planning Office to ask the Corps to conduct the additional necessary studies. A letter was prepared for the Governor, which he sent to the Corps, seeking further assistance. The Corps responded favorably and will use approximately $15,000 of money under its Section 22 technical assistance program to work with the State and water supply districts to identify detailed alternative strategies for meeting the region's future water supply needs.

**PUBLICATIONS:**

State Policies for the Management of Growth and Natural Resources
State Activities Related to the Management of Growth and Natural Resources
Policy Recommendations for Reducing Coastal Storm Damages
The Procedural Efficiency of Maine's Environmental Permit System.
A Management Strategy for Maine's Ground Water Resources
Recommended Improvements in Computerized Management of Natural Resources Information
Recommendations of the Ground Water Protection Commission
Assessment of Ground Water Quantity in Maine
Interim Report of the Hydropower Study Subcommittee

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $31,434 in FY 83 and are, by administrative decision, included with those of the State Planning Office.

# GOVERNOR'S MANAGEMENT TASK FORCE

**HAROLD RAYNOLDS, JR., COMMISSIONER, Educational & Cultural Services**

*Central Office:* State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2321
*Mail Address:* Statehouse Sta. #78, Augusta, Maine 04333

*Established:* 1979

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102U; *Citation:* Exec. Order 8 FY 80

**PURPOSE:** The Governor's Management Task Force was created for the purpose of providing continuous review of the operating procedures of Maine State Government with an eye toward improving the efficiency and effectiveness of the provision of governmental services. Specifically, the Task Force works closely with the Governor and Commissioner of Finance and Administration to: recommend ways to improve the efficiency and reduce the costs of services; recommend improvements in managerial and operational techniques; recommend changes in organization which would improve services or make their delivery more efficient; and seek to improve understanding between the public and private sectors and improve public confidence in government.

**ORGANIZATION:** The Governor's Management Task Force was created effective October 15, 1979 by Executive Order 8 FY 80. The Task Force consists of persons with business experience who are appointed by the Governor to serve at his pleasure. It works closely with the Governor and the Commissioner of Finance and Administration in accomplishing its mission. It is anticipated that the Task Force will continue its work over an extended period of time and from time to time will augment its membership with other members of the business community who have special expertise in areas being reviewed.

**PROGRAM:** Established in October, 1979, during its first year of activity the Governor's Management Task Force completed its initial report to the Governor (*Energy Management in Maine State Government*) which contained recommendations for improvements and savings in State vehicle management, and energy management in State-owned buildings. The report contained 37 specific recommendations which, when fully implemented, could result in estimated annual savings to the state of over $4 million per year.

In December, 1980 the Task Force completed its second major evaluation and reported recommendations and savings in the areas of printing and photocopying, telecommunications, space management, micrographics and postal services. The report *(Administrative Support Service in Maine State Government)* contained 50 recommendations and identified potential savings of over $2 million.

In January, 1982 the Task Force issued *Priorities for Change, Maine State Personnel System* containing recommended changes in the Personnel System in the areas of employment, compensation, organizational structure, labor relations, training, and systems analysis and automation.

In FY 1983 the Task Force concentrated on review of the State purchasing and warehousing activities, and the State computer and data processing systems. This review is ongoing."

**PUBLICATIONS:**

*Energy Management in Maine State Government,* May 1980. (Limited number of free copies.)

*Administrative Support Services in Maine State Government* (limited number of free copies)

*Priorities for Change, Maine State Personnel System*

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

## GOVERNOR'S COMMISSION ON MENTAL HEALTH MANPOWER DEVELOPMENT

### KEVIN W. CONCANNON, CHAIRMAN

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #40, Augusta 04333

*Established:* March 20, 1979 *Sunset Termination Scheduled to Start by:* March 30, 1984

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102Q; *Citation:* Exec. Order FY 79 #7

*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** The primary purpose of the Governor's Commission on Mental Health Manpower Development is to make recommendations to the Governor which will involve manpower interests and which will address related mental health issues.

**ORGANIZATION:** The Governor's Commission on Mental Health Manpower Development was created by Executive Order in March 1979. The Commission consists of twenty-five members appointed by the Governor for two-year terms. Members are selected on the basis of their representing various mental health manpower interests throughout the state. All major professional disciplines as well as individuals from other state and advisory groups are represented.

**PROGRAM:** In FY 83, the Commission had intended to work toward implementing recommendations previously made to the Governor, as well as to continue research efforts on interfacing manpower issues among different agencies of the mental health system. However, the Commission was forced to assume inactive standby status during the year due to lack of funding.

**PUBLICATIONS:**

Transcripts of meetings, task group working research papers, and planning documents are available for on-location use at the Department of Mental Health and Corrections, State Office Building, Augusta.

*An Introduction to State Mental Health Manpower Development,* Governor's Mental Health Manpower Commission, March, 1979. Free.

*Year One Status Report,* Governor's Mental Health Manpower Commission, March 1980. Limited quantity. Free.

*Year Two Status Report,* Governor's Mental Health Manpower Commission, Spring, 1981. Limited quantity. Free.

*The Role of Primary Care Physicians in the Delivery of Mental Health Care in Maine,* October 1980. Available for on-location use.

No Fee

**FINANCES, FISCAL YEAR 1983:** No funds were expended during FY 83.

# GOVERNMENTAL METRIC POLICIES COMMITTEE

## ARNOLD O. JOHNSON, ACTING CHAIRMAN

*Central Office:* Education Bldg., Augusta *Telephone:* 289-2541
*Mail Address:* Statehouse Sta. #1, Augusta, Maine 04333

*Established:* 1976 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102B; *Citation:* FY 77 Exec. Order 1

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose of the Governmental Metric Policies Committee is to assess the impact that conversion to the metric system will have on the State and on State governmental operations; assess the state of preparedness of State Government to use and promote metric measure; prepare an assessment of the needs of business and industry, particularly the measurement sensitive industries and trades. The Committee must also locate available human and material resources; produce a plan for State metric conversion; provide coordination within State Government and among the State's businesses and industries; provide metric training for State employees; and promote greater awareness of the general public to the inevitableness of metric changeover within the next decade.

**ORGANIZATION:** The membership of the Committee shall include but not be limited to representation from the following departments and agencies:

1. Department of Agriculture,
2. Department of Transportation,
3. Department of Educational and Cultural Services,
4. Department of Business Regulation,
5. Department of Finance and Administration,
6. Department of Conservation,
7. Department of Environmental Protection
8. Department of Marine Resources,
9. State Development Office,
10. State Planning Office,
11. (Office of) Governor, and the
12. Public Utilities Commission.

**PROGRAM:** Committee activities during FY 82 have been limited to the promotion of educational programs for Maine school children, teachers, and parents.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

**PAMELA PLUMB, CHAIRMAN**
**GEORGE N. CAMPBELL, JR., Commissioner, Department of Transportation**

*Central Office:* Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
*Mail Address:* Statehouse Sta. #1, Augusta, Maine 04333

*Established:* 1979 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102S; *Citation:* Exec Order 11 FY 79

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Governor's Municipal Advisory Council ensures a partnership between the chief executive and local governments, enhancing prospects for achieving mutually-held objectives and providing a forum for discussion and resolution of potential conflicts. The Council's duty is to advise the Governor on matters which it feels have substantial impact on the future development of municipalities and the quality of life of their residents. The Council's purpose is to improve mutual understanding and to forge a foundation for more creative and practical solutions to the problems confronting municipalities.

**ORGANIZATION:** The Council consists of eleven members, all of whom are municipal officials representative of all areas of the State. Included in the Council membership are the President of the Maine Municipal Association, and representatives from the Maine Conference of Mayors, Maine Town and City Management Association, Maine Town and City Clerks' Association, and the Maine Municipal Tax Collectors and Treasurers Association. Members are appointed annually by the Governor. The Council is required to meet at least four times a year.

**PROGRAM:** The Governor's Municipal Advisory Council meets with the Governor every two to three months to discuss critical municipal concerns regarding such things as the Governor's legislative program, highway funding, and the level of state-local funding, and the status of various programs of local concern.

The Council was influential in promoting the idea of a Blaine House Conference on State and Local Relations. The Blaine House Conference, held May 10 and 11, 1982, was a two-day forum for state and local officials to re-examine our intergovernmental system. The Conference identified four major areas for reform: government finance; government organization; intergovernmental communications; and specific program changes.

Specific results from the Conference are a program of payments to municipalities in lieu of taxes on state buildings, the creation of an Office of Intergovernment Affairs in the Governor's Office, and a state policy on regional councils.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# GOVERNOR'S COUNCIL ON PHYSICAL FITNESS AND SPORTS

**JAMES V. SULLIVAN, EXECUTIVE DIRECTOR**

*Central Office:* Rm. 220, Portland Campus Gymnasium *Telephone:* 780-4172
*Mail Address:* University of Southern Maine, Portland, Maine 04103

*Established:* 1977 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102K; *Citation:* FY 78 Exec Order 10

**PURPOSE:** The Governor's Council on Physical Fitness and Sports has been given responsibility for developing, promoting, coordinating and supporting services and programs of physical fitness and sports for the people of Maine. The members will recommend physical fitness programs that provide state-wide participation for all citizens including the handicapped and elderly. At the same time, the Council works with appropriate municipal and state officials to enact these programs. Council members will also work with the Bureau of Parks and Recreation, the Bureau of Health, Department of Human Services and the Department of Educational and Cultural Services in order to explore and develop sport facilities, coordinate programs with medical sources and improve physical education programs within schools.

**ORGANIZATION:** The Governor's Council on Physical Fitness and Sports consists of twenty two members, all of whom are appointed by the Governor. Members are appointed to represent selected geographic areas throughout the state. The full Council will meet every other month in Augusta. The Council membership is representative of elementary, secondary and college youth, individuals in health professions, employees of business and industry, the elderly and the handicapped. All members are appointed for four-year terms. The chairperson is appointed by the Governor from within the membership of the Council.

**PROGRAM:** Throughout FY 83, the Governor's Council on Physical Fitness and Sports has pursued several activities. These include: a state-wide survey to determine physical fitness and sports programs currently being offered, the development of Council position statements, awards and endorsements. The Council also developed a brochure, a shoulder patch, a logo and five exercise series.

Future programs for the Council will include the Governor's Proclamation for Physical Fitness Week and position statements regarding the health hazards of smoking, drugs, alcohol and stress. The Council plans to develop bicycle paths for recreation and transportation, develop exercise parcourses and develop clinics and workshops throughout the state. The Council will also pursue businesses and industries throughout the state to encourage their employees to participate in fitness and sports programs. A statewide Employee Fitness Day was planned.

**PUBLICATIONS:**
Calisthenics
Weight-Interval and Circuit Training
Walk/Jog
Relaxation Exercises
Guidelines for Walking
The above are offered free to any interested citizens.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $1,563 in FY 83 and are, by administrative decision, included with those of the (Office of) Governor.

# STATE PLANNING OFFICE

**RICHARD E. BARRINGER, DIRECTOR**

*Central Office:* 184 State Street, Augusta *Telephone:* 289-3261
*Mail Address:* Statehouse Sta. #38, Augusta, Maine 04333
*Established:* 1968 *Sunset Termination Scheduled to Start by:* June 30, 1990
*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 105; *Citation:* 5 M.R.S.A., Sect. 3303
*Average Count—All Positions:* 44 *Legislative Count:* 19
*Organizational Units:*
Community Assistance Division
Economics Division
Natural Resources Division
Management and Information Division

**PURPOSE:** The State Planning Office was established to strengthen the planning and management capability at all levels of government by assisting in identifying current problems and opportunities, providing guidance for economic, social and physical development of the State, providing a framework for and assisting regional and metropolitan planning, and reviewing and coordinating federal, State, regional and local planning activities.

The primary responsibilities of the State Planning Office are to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to coordinate the preparation and revision of development and conservation goals for the State; to conduct continuing economic analysis of the economy and resources of Maine in order to assist the Governor, the Legislature and the various state departments in formulating economic goals, and programs and policies to achieve such goals; to undertake planning programs that cut across responsibilities of line agencies, e.g. Critical Areas Program, Coastal Planning, Water Resources Planning; to provide planning assistance to regional planning commissions, local planning boards and community development groups; to participate in inter and intrastate planning; to provide assistance to public and citizens groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of State Government; to represent the State on the New England Governors' Conference; and to administer the statewide (A-95) clearinghouse.

**ORGANIZATION:** The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; and additional economic planning and analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975. Other organizational activities assigned by Executive Order or designation by the Governor are the State Government Socioeconomic Data Center, A-95 Clearinghouse, the Land and Water Resources Council, federal activities impact coordination, Coastal Energy Impact Program administration, Science and Technology activities coordination, and State Assistance Program administration for the National Flood Insurance Program.

The internal organization established administratively in 1975 and reorganized in 1979 and 1981 includes four divisions; namely, Community Assistance Division, Economics Division, Natural Resources Division, and Management and Information Division.

**PROGRAM:**

*Community Assistance Division:* The Community Assistance Division has the following 5 goals: 1) the provision of grants for planning and development; 2) the provision of technical assistance to local planners, officials, citizens, legislators and community groups; 3) the communication of local needs to the Governor, Legislative, and Federal officials, and the communication of State and Federal priorities to local officials; 4) the support of a viable substate planning system; and 5) the enforcement of quality standards for local governments in the areas of grants administration and shoreland zoning.

*Community Development Block Grant Program:* The State Planning Office assumed responsibility for administering the Small Cities Community Development Block Grant Program (CDBG) in 1982. CDBG funds were allocated in 1982 and 1983 through a general competition. An Advisory Committee comprised of State, local and regional officials reviewed and selected proposals for funding after establishing goals for the Program. The CDBG goal for 1983 is: to serve as a catalyst for local governments to implement programs of physical improvements which: 1) are part of a long range community strategy; 2) provide the conditions and incentives for further public and private investment; 3) improve deteriorated residential and business districts; and 4) benefit low and moderate income people.

The State Planning Office administered a total of $21.4 million in CDBG funds in 1982 and 1983. These funds supported 58 block grants for local community development which will result in: 614 new jobs, 322 commercial structure rehabilitations, 10 major business expansions or start-ups, as well as extensive public facility improvements.

State CDBG funds also support community development assistance provided by regional organizations. In the past two years the SPO provided 21 technical assistance grants to these organizations to further the State's regional technical assistance program.

*State and Local Relations:* At the request of the Governor and with direction provided by a Steering Committee comprised of state and local officials, the State Planning Office organized and held a Blaine House Conference on State and Local Relations on May 10 and 11, 1982. The S.P.O. also coordinated the implementation of the Conference conclusions through a Governor's Cabinet Committee. Legislation was developed to increase the State-local revenue sharing formula, establish a payments-in-lieu of taxes program for State owned properties and reform county government. A payments-in-lieu of taxes program and a circuit breaker for property tax relief were enacted.

*Shoreland Zoning:* The State Planning Office continued to carry out its responsibility to coordinate the activities of the Board of Environmental Protection and the Land Use Regulation Commission on shoreland zoning. The State Planning Office has also continued to advise municipalities on matters related to shoreland zoning, particularly the 122 municipalities where a State-imposed ordinance is still in effect. The State Planning Office also advised the Board of Environmental Protection and the Land Use Regulation Commission on all matters related to shoreland zoning, including amendments of State-imposed shoreland zoning maps, the repeal of State-imposed ordinances where a suitable local ordinance has been enacted, and the adoption of a State Shoreland zoning ordinance where a local ordinance does not comply with the Mandatory Shoreland Zoning Act. The State Planning Office also supported work by the Department of Environmental Protection to monitor local administration and enforcement and respond to complaints of Shoreland Zoning violations.

*National Flood Insurance Program:* At the direction of the Governor, the State Planning Office became the Coordinating Agency for the National Flood Insurance Program (NFIP). Program staff assisted York County coastal communities in converting from the Emergency to the Regular Flood Insurance Program. Staff also worked with other State agencies in order to integrate flood proofing and protection recommendations into existing State permitting procedures. Additional services provided by this Program include a toll-free number to deal with citizen inquiries concerning the NFIP, reviews of projects proposed in flood plains for adequate design, an inventory of historic high water marks on Maine rivers, and a continuation of a flood plain information clearinghouse at the Bureau of Civil Emergency Preparedness.

*Local Planning Assistance:* The Division continued to provide planning assistance to local officials and the general public on matters related to zoning, subdivision controls, comprehensive planning, and Maine's land use laws in general. This assistance included the distribution of technical publications such as a booklet containing suggested subdivision regulations for small towns, a pocket-size pamphlet containing Maine's planning and land use laws, and a handbook for municipal boards of appeals. The SPO, in conjunction with the Maine Municipal Association, and the Departments of Environmental Protection and Human Services, held a series of 19 workshops for local officials throughout the State on basic functions of a planning board and on subdivision review procedures.

*Manufactured Housing:* At the request of the Legislature, the State Planning Office updatd its 1980 study of local regulatory practices related to manufactured housing, and sponsored legislation to overcome some of the exclusionary barriers that still remain in place in some municipalities. SPO's bill was subsequently enacted as Chapter 424 of the laws of 1983.

*Economics Division:* The mission of the Economics Division is threefold: 1. *short term issue analysis:* to meet in a timely fashion the requests of the Governor, executive agencies, and the Legislature for information, economic analysis, and policy recommendations on issues of immediate concern; 2. *long range policy analysis:* to conduct in-depth studies on issues of long range significance for the socio-economic development of the State and to formulate policy recommendations for state decision makers; and 3. *program coordination:* to maintain current information on local development plans and on state and federal development assistance programs, to formulate state positions on the best use of these programs and to coordinate federal, state, and local development efforts.

To fulfill its mission, the Division maintains a small professional staff of planners, economists, and researchers, each of whom maintains two or three topical and agency areas of expertise. The Division's overall work program is set by the Division Director in conjunction with the Director of the State Planning Office and members of the Governor's staff. In addition, between one quarter and one third of the Division's time is spent in meeting requests for short term policy analysis and local planning assistance.

In the past year, the Division has done research and prepared reports on the following topics: legislative redistricting, white-water rafting, population and labor market forecasting; federal-state-local tax policies; retirement legislation, income tax indexing; minerals taxation; and Outer Continental Shelf oil exploration. In many of these instances, Division analysis was incorporated into legislation. The Division was responsible for a major report, *The Maine Economy: A Forecast to 1990,* which was intended to provide state economic decision makers with an overview of major trends likely to affect the state's economy over the coming decade.

In the area of program coordination, the Division has managed the EDA 302(a) and the FmHA III planning grants and the Coastal Energy Impact Program. Throughout the past year, much of the activity in this area has been devoted to monitoring Congressional developments on budget cuts and programs, tax and regulatory changes affecting the State.

*Managment and Information Division:* This division was established to consolidate functions serving the office in a general way, including data processing, fiscal and personnel matters, pubic information dissemination, and A-95 review.

*State Government Socioeconomic Data Center:* The Data Center was created by Executive Order in 1978, although it existed less formally before that time. Data Center staff collect and maintain social and economic statistics concerning Maine and the U.S. and respond to requests for such information from a wide range of public and private interests. Such information is also provided to other Planning Office divisions for use in issue and policy analysis for the Governor and Legislature. The number of requests handled by the Data Center has increased each year, from 1,000 in 1978 to 2,985 in 1982.

*Data Processing Activities:* During FY 1983 the State Planning Office provided 1980 Census information to the public, the Legislature, and for internal use, as the tapes became available. The staff continued work on the creation of a summary tape containing Census data for all Maine towns for use by other state agencies.

Development of a computerized model of the State's economy continued. During the preceeding year, results from the model were used in several policy decisions. The staff also began work on major enhancements to the model.

Reports covering socio-economic data from sales tax revenues to social assistance cases were issued in FY 1983. Data collected on "distress factors" were used as part of the scoring process in awarding Community Development grants.

The information processing capabilities of the agency were augmented by the acquisition of several microcomputers. These machines will be used for word-processing functions as well as data processing.

The State Planning Office continued its role on the Computer Services Advisory Board and the Board's subcommittees. The agency was involved in a number of undertakings designed to increase the coordination of data processing activities between state agencies.

*State Clearinghouse (A-95):* During FY 82, numerous projects were submitted for review under the provisions of the Office of Management and Budget Circular A-95. Projects included grant applications from state and non-state applicants, federally required state plans and direct federal development projects (including Environmental Impact Statements and Notices of U.S. Government Surplus Property). Information on these projects was submitted to 83 State agency contacts, 133 non-state contacts (10 regional planning commissions, University of Maine, etc.) for their review and comment by means of a Weekly Bulletin. The State Clearinghouse provided coordination in the grant application process through contacts with the applicant, the reviewing agencies and the federal funding agencies. The State Planning Office is currently designing a new review system to replace the A-95 process in response to Presidental Executive Order 12372. The new system will take effect on October 1, 1983.

*Coastal Program:* The Coastal Program consists of projects and activities designed to achieve a balance between the conservation of coastal resources and their wise utilization for the economic benefit of Maine people. For the past five years, Maine has received an annual grant of about $1.2 million from the U.S. Department of Commerce's Office of Coastal Zone Management. The State Planning Office provides a focal point for coastal issues and coordinates the activities of the State, Regional Planning Commissions, and local governments.

The Coastal Program provided funds to several State agencies during FY 83 to address various public policy issues of Statewide significance. For example, the program funnelled revenues to the Maine Department of Environmental Protection (DEP) to support five staff positions. This additional support enabled the DEP to assist developers to apply for permits more efficiently and assure greater compliance with the State's environmental laws. Other issues addressed through special projects resulted in continued progress on clam flat pollution abatement, passage of the Maine Rivers Act, and a local assistance program for the enforcement of land use ordinances. With federal Coastal Energy Impact Program funds, Maine's Coastal Program is enabling Bigelow Laboratories in Boothbay Harbor to investigate the potential impacts on the Maine coast of the proposed development of a large tidal power project at Minas Basin in Nova Scotia.

During FY 82, the Coastal Program worked with the DEP and the U.S. Army Corps of Engineers to simplify the procedure for obtaining permits for activities in coastal wetlands. As a result, the applications for a State Coastal Wetlands permit and the Corps of Engineers Section 10 and 404 permits have been combined, and a "one stop" permit is now in use. Such regulatory reform eases procedures for applicants and makes more efficient use of the taxpayer funds supporting the regulatory effort.

The Coastal Program supports the Maine Index, a computerized system for cataloging and automatically retrieving information on Maine's natural resources. This system, now housed in the Maine State Library, also contains information on natural resource maps.

The Coastal Program provided the planning and feasibility work underlying both the public commercial fishing piers and the cargo ports initiatives. As a result of these efforts, fish piers are now under construction in several coastal communities, a cargo port is slated for Searsport, and the expansion of Bath Iron Works into Portland has been facilitated.

The Coastal Program provided assistance during FY 82 to the Maine Bureau of Public Lands to devise a procedure for leasing State-owned submerged lands. This was especially crucial to the development of a tidal power generating facility at Half Moon Cove on Cobscook Bay in Washington County (see *Water Resources Program*, above). In addition, Coastal Program funding supports the review by State agencies of federal projects and other projects requiring federal permits for consistency with Maine's Coastal Program and resource management laws. Maine's extensive research and analysis of the proposals to explore for oil and gas on Georges Bank resulted in the addition of needed restrictions on the drilling procedures. These restrictions will help to protect the New England Coast from damaging spills and safeguard the invaluable fisheries of the region. Maine also joined the federal government in requiring a detailed program to monitor the effects of these drilling activities. Through their review of the Corps of Engineers' plans for dredging of the Kennebec River, State agencies identified a less damaging alternative which saved taxpayers over $200,000.

A large portion of Maine's Coastal Program funds are granted to coastal communities to conduct coastal resource management projects. Over 70 projects were funded in FY 83. The local grants portion of the Coastal Program complements State efforts to address significant public policy issues, improve the implementation of State laws and programs, and foster economic development. Communities use these small grants to support projects related to local land use issues (e.g. shoreland protection and land use ordinances), economic development (e.g. ports, harbors, waterfronts and fish piers), recreation and access (e.g. park developments and parking facility planning), and marine resources management (e.g. shellfish management surveys and clam warden programs). These grants enable towns to resolve conflicts and capitalize on opportunities to make the best use of their coastal resources. This results in better management of and improved protection for these irreplaceable resources as well as additional quality jobs for Maine people.

In addition to local grants, the Coastal Program provides financial support for essential technical information and planning services provided by the SPO and Regional Planning Commissions to local governments. This effort is aimed primarily at decision-makers on the local level who are charged with the local land use regulation responsibilities.

*Maine Critical Areas Program:* The Maine Critical Areas Program is an effort to identify and protect Maine's most significant natural features. These include areas important to the fields of zoology, geology, and botany. An official list of these valuable areas, called the Register of Critical Areas, is maintained by the program under the guidance of the Maine Critical Areas Advisory Board. The program works with landowners on a voluntary basis to conserve these areas. In recognition of its valuable work, the program was honored in 1980 with the U.S. Department of the Interior Achievement Award for outstanding contribution to the conservation of the nation's natural resources.

During FY 83, the Critical Areas Program investigated a variety of subjects including: old-growth forests, jack pine, rare plants, white water rapids, and significant rivers. Segments. Planning reports on old-growth forests, jack pine, seven unusual sub-arctic plants of the Maine coast and Furbish Lousewort were approved and accepted by the Critical Areas Advisory Board. In addition, the program prepared reports on The Great Heath, The Mahoosuc Mountains, Important Geological Features and Localities in Maine, and A Revised Listing of Natural Features for the Maine Critical Areas Program.

The program staff met with the Critical Areas Advisory Board three times during FY 83 to review information on areas proposed for registration. Based upon the Board's recommendation, 31 areas were added to the Register, bringing the total number of entries on the Maine Register of Critical Areas to 455. Four additional areas were added to the list of areas which meet the program's guidelines but were not registered either because the landowners could not be contacted or because registration would be detrimental to the conservation of the area. Currently 39 areas are in the unregistered but qualified category.

The Critical Areas Program provided considerable assistance to many landowners, government agencies, developers, and conservation organizations. The program advised landoweners of the significance of areas they own, appropriate management for these areas, and sources of expert management assistance for specific problems. The program provided information to developers about areas sensitive to development and requiring special attention. Many State and federal agencies also received technical assistance from the program. Private non-profit conservation, such as The Nature Conservancy, Maine Audubon Society and Maine Coast Heritage Trust use the program's information and data base.

The Critical Areas Program devoted much of its resources during FY 83 toward the establishment of a Maine coast estuarine sanctuary. The National Oceanic and Atmospheric Administration awarded the State of Maine a grant of $580,000 towards the purchase of land in the Town of Wells for the creation of a National Estuarine Sanctuary. The 2,000 acre Wells National Estuarine Sanctuary will include land in a State Park, the Rachel Carson National Wildlife Refuge and land to be purchased at Laudholm Farm. The Sanctuary will promote estuarine research and education. The Sanctuary will be owned and managed by the Town of Wells. The State will receive additional grant awards in FY 84 for land acquisition.

**PUBLICATIONS:**

The following is a partial listing of State Planning Office publications, all of which are available from the Management and Information Division.

Maine Retail Sales Quarterly Report
Tourism Quarterly Review
1979 Per Capita Income, U.S. Census Bureau
Town Land Area
Index of State Agency Data Files
Standard Geographic Code for Minor Civil Divisions 1981
1980 Final Census Count—Maine
Governor's Report on the Maine Economy 1982
The Status of Housing in Maine 1981 Annual Report
Economics Distress and the Changing Nature of Rural Maine
Status Report on Rural Development
The Governor's Committee Rural Development Annual Report—1982
Community Profiles
Maine Planning and Land Use Laws
A Guide to the Flood Insurance Program
A Handbook for Municipal Boards of Appeals
Suggested Forms for the Administration of the Municipal Subdivision
Model Subdivision Regulations for Small Towns
Guidelines for Municipal Shoreland Zoning Ordinances
Sample Forms for Shoreland Zoning Administration
Comprehensive Planning Guide
Model Land Use Ordinances
Model Zoning Ordinance for Maine Communities
Maine Coast Estuarine Sanctuary
Maine's Whitewater Rapids and Their Relevance to the Critical Areas Program
Ecology of Maine's Intertidal Habitats
Ecology of Maine's Intertidal Habitats (technical version)
Evaluation of the Enforcement of Four Maine Environmental Statutes
Maine Peatlands
Piping Plover Planning Report
Financial Application—Estuarine Sanctuary
Higgins Beach Management Plan

The Maine Coast: A Statistical Source
Guide to Federal Consistency
The Economic Dimensions of Tourism in Maine—1983
Farmland Conversion in Nineteen Maine Communities—1982
The Maine Economy: A Forecast to 1990—1982 ($5.00)
The Small Town Handbook for Revitalization and Community Development—1981

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE PLANNING OFFICE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 895,488 | 393,897 | | | 501,591 | |
| Health Benefits | 33,244 | 13,807 | | | 19,437 | |
| Retirement | 147,066 | 64,539 | | | 82,527 | |
| Other Fringe Benefits | 4,671 | 1,817 | | | 2,854 | |
| Computer Services—State | 19,395 | 15,291 | | | 4,104 | |
| Other Contractual Service | 344,871 | 196,538 | 7,557 | | 140,776 | |
| Rents | 15,990 | 1,944 | 150 | | 13,896 | |
| Commodities | 19,878 | 13,398 | | | 6,480 | |
| Grants—Subsidies—Pensions | 875,026 | 166,934 | | | 708,092 | |
| Equipment | 19,764 | 239 | | | 19,525 | |
| Transfers to Other Funds | 11,636 | | 60 | | 11,576 | |
| **TOTAL EXPENDITURES** | 2,387,029 | 868,404 | 7,767 | | 1,510,858 | |

# (OFFICE OF) PUBLIC ADVOCATE

## PAUL A. FRITZSCHE, PUBLIC ADVOCATE
## STEPHEN A. JOHNSON, GENERAL COUNSEL

*Central Office:* State Office Bldg., Augusta *Telephone:* 289-2445
*Mail Address:* Statehouse Sta. #112, Augusta, Maine 04333

*Established:* June 19, 1981

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 413; *Unit Citation:* 35 M.R.S.A. 1-A

*Average Count—All Positions:* 7 *Legislative Count:* 7

**ACTIVITIES AND OBJECTIVES:** The fundamental goals and objectives of the Public Advocate are to assure that the interests of the consuming public are fully represented in utility-related proceedings before the Public Utilities Commission, federal agencies and the relevant courts. Since the interests of the utilities and of the large industrial users tend to be well represented and financed, the Public Advocate normally focuses on the interests of residential customers and of small business. However, the office has supported utility or large industrial user positions when they were consistent with a broad public interest.

The major cases in which the office has been involved have included the telephone rate increase and rate redesign proceedings for both New England Telephone and Continental Telephone, as well as electric rate increases sought by Central Maine Power Company, Maine Public Service Company and the Eastern Maine Electric Cooperative. In addition, the office has been involved in proceedings relating to cogeneration and small power production rates before the PUC. We have assisted in the preparation and support of the Governor's legislative program, including legislation relating to fair apportionment of cancelled generating plants, the expediting of the resolution of consumer complaints before the PUC, management audits of utilities, deposit and disconnection protections for small businesses and modifications in the rates paid for local telephone pay calls.

The Public Advocate has assisted groups of consumers in the Lewiston and Bath areas regarding both the New England Telephone and the Central Maine Power rate cases. We have also assisted groups of consumers regarding water rates in the Kennebunk area and the quality of water in the Town of Wiscasset. The office was involved in proceedings before the Public Utilities Commission regarding general rules concerning disconnections during the winter, late payment charges, interest to be paid on deposits, and the use of current limiters. In the power planning area, we participated fully in a review of the need of Maine Public Service Company to retain its entire interest in the Seabrook nuclear plants now being built in New Hampshire. We have also participated in corporate reorganizations proposed by Central Maine Power Company, Consumers Water and two smaller, independent telephone companies.

Our other activities have included participation with the Office of Energy Resources in conservation loan programs and the now-pending weatherization program as well as participation in several formal and informal proceedings regarding the importation of both natural gas and electricity from Canada.

In general, we have participated in all major cases before the Maine Public Utilities Commission and have taken a position on all significant bills regarding public utilities that were before the Maine Legislature.

**SIGNIFICANT ACCOMPLISHMENTS:** Our major accomplishment has been in providing consistent, professional representation for consumers before the Public Utilities Commission. Our ongoing presence has served to remind the utilities, the Commission and other participants of the legitimate needs and expectations of consumers. Our specific achievements include:

1. We were able to keep the New England Telephone basic business and residential rates from rising despite an increase in virtually all other categories of service.
2. We established that Maine Public Service did not need its entire interest in the Seabrook nuclear plant and that it should attempt to sell one-half of its interest.
3. We were able to expand the protections given to the elderly and poor from unjust disconnections during the winter.
4. At our recommendation, the Legislature has enacted bills requiring the fair apportionment of the cost of cancelled generating plants, the expedited processing of formal consumer complaints before the PUC, the extension of protections regarding disconnection and deposits to small businesses, the elimination of metering on local pay phone calls, and the creation of the ability of the PUC to order a management audit of a utility.
5. We have encouraged electric and gas utilities to obtain the least expensive fuel.
6. In the New England Telephone rate case, the adoption of several of our proposals, some of which were also suggested by the PUC staff, saved all ratepayers in excess of $10 million.
7. In a case involving the sale of power from Scott Paper Company to Central Maine Power Company, we were able to make a suggestion which broke a longstanding negotiating deadlock. That suggestion permitted the case to be concluded on a stipulated basis while providing Central Maine Power Company with an additional source of supply.
8. In the Eastern Maine Electric Cooperative rate case we saved ratepayers over $100,000 directly while our long-term recommendations regarding surplus property, Seabrook, Pt. Lepreau, power purchases and a new headquarters should save substantially more.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| (OFFICE OF) PUBLIC ADVOCATE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 149,119 | 149,119 | | | | |
| Health Benefits | 3,970 | 3,970 | | | | |
| Retirement | 24,246 | 24,246 | | | | |
| Other Fringe Benefits | 844 | 844 | | | | |
| Other Contractual Service | 107,818 | 107,818 | | | | |
| Rents | 319 | 319 | | | | |
| Commodities | 3,105 | 3,105 | | | | |
| Grants—Subsidies—Pensions | 76 | 76 | | | | |
| Equipment | 7,789 | 7,789 | | | | |
| **TOTAL EXPENDITURES** | 297,286 | 297,286 | | | | |

# GOVERNOR'S SMALL BUSINESS ADVISORY COUNCIL

**ROGER MICHAUD, CHAIRPERSON**
**ROBERT HIRD, GOVERNOR'S LIAISON**

*Central Office:* State Development Office, Augusta *Telephone:* 289-2656
*Mail Address:* Statehouse Sta. #59, Augusta, Maine 04333

*Established:* April 13, 1981 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102M; *Citation:* G FY 81 #13

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose of the Small Business Advisory Council is to advise and assist the Governor in the formulation of small business policy; in particular the Council shall advise and assist the Governor in the: a) analysis of State economic policies as they effect small business, and review or recommend legislation, b) promote fair representation of small business interests on study groups, advisory commissions, and task forces established by the Executive or Legislative branches, c) review of proposed State rules and regulations with regard to their affect on small business, d) review of existing departmental rules and regulations at the time of legislative Sunset Review Proceedings, e) organization of open meetings throughout the State to receive recommendations for improving the climate for small business in Maine, f) formulation and promotion of State-wide initiatives in support of formal entrepreneurial education, continuing and alternative education, management assistance, particularly to women business owners and public awareness programs, g) analysis of transportation policy as it affects small business, attempting to improve the utilization of all modes of transportation to the mutual benefit of Maine's shippers, receivers, and carriers.

**ORGANIZATION:** The Small Business Advisory Council was established on April 13, 1981. The Council shall be comprised of between fifteen and twenty-five members appointed by the Governor. The Governor shall designate one member as chairperson of the Council. Members must either own or manage a small business in Maine. The Council membership shall reflect Maine's small businesses regarding types of businesses, size of business, minorities, and geographical representation. The Council members serve at the pleasure of the Governor for a term of two years with staggered expirations. There shall be three non-voting ex officio members of the Council. The Director of the State Development Office, Commissioner of the Department of Business Regulation, and one other governmental representative appointed by the Governor. The State Development Office shall provide staff assistance for the Council.

Committee members are:

Roger Michaud, Chairperson
William Johnson
J.R. Ron Palmquist
Francis Carroll

Richard F. Kilroy
Arnold Roach
Roger P. Pomerleau
Peter Garsoe
Shirley Ezzy
William R. Coombs
Joseph McCarthy

Helen C. Warner
John Ponzetti
Leroy G. Shepard
Alan Schiro
Edward Blackmore
Gerry Dodd
John Amoroso

**PROGRAM:** The Small Business Advisory Council was established on April 13, 1981. Their program during the upcoming year will be to advise the Governor in the areas outlined in the Executive Order creating the Council.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of State Development Office.

# MAINE VACATION-TRAVEL COUNCIL

**KATHRYN WEARE, CHAIRPERSON**
**WANDA EVANS PLUMER, Governor's Liaison**

*Central Office:* 193 State Street, Augusta *Telephone:* 289-2656
*Mail Address:* Statehouse Sta. #59, Augusta, Maine 04333
*Established:* April 13, 1979 *Sunset Review:* Not Established
*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102R; *Citation:* G FY 79 #10
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose of the Maine Vacation-Travel Council is to advise the Governor on matters relating to vacation, convention, and business travel and its impact on the economy of the State of Maine.

The Maine Vacation-Travel Council also has the responsibility of recognizing and informing the Governor of immediate or long-term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Council monitors local, state, federal and international developments that effect the balanced growth and quality of this industry and its impact on life in Maine.

**ORGANIZATION:** The Council is appointed by the Governor and is made up of representatives of various segments of the vacation-travel industry and the nine regions of Maine. Persons who are appointed by virtue of an office they hold in a specific vacation-travel organization serve only as long as they continue to hold office and are replaced by their successor in office. Regional representatives are named for one-year terms. Six additional ex-officio members represent the Department of Transportation, the State Development Office, the Maine Publicity Bureau, the Bureau of Parks and Recreation, Department of Inland Fisheries and Wildlife, and the Maine Arts Commission. The Council meets bi-monthly and elects a chairperson from among its membership.

**PROGRAM:** The Vacation-Travel Council has served as an advisory group to both the State Development Office and the Governor in the last year. In addition to its on-going responsibility to monitor opportunities and problems relating to tourism, the Council in FY 1983 undertook a number of specific projects to assist the state in formulating tourism policy. In October, 1982, the Council held the First Annual Governor's Tourism Conference which was attended by over 200 persons from the state's tourism industry. This Conference provided assistance in the areas of advertising, marketing, and computer operations that persons in the tourism industry can use to improve their business operations. During this past year, the Vacation-Travel Council was also active in providing input to Governor Brennan's new tourism initiative which substantially increased state government's committment to promoting tourism.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of State Development Office.

## GOVERNOR'S ADVISORY COMMITTEE ON WORLD TRADE

**THOMAS M. CHAPPELL, CHAIRMAN**
**WANDA EVANS PLUMER, Governor's Liaison**

*Central Office:* 193 State Street, Augusta *Telephone:* 289-2656
*Mail Address:* Statehouse Sta. #59, Augusta, Maine 04333
*Established:* 1979 *Sunset Review:* Not Established
*Reference: Policy Area:* 00; *Umbrella:* 07; *Unit:* 102T; *Citation:* Exec. Order 7 FY 80
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Governor's Advisory Committee on World Trade was established for the purpose of recommending to the Governor goals, objectives, strategies, and programs designed to stimulate world trade, encourage foreign investment in Maine, and to provide export assistance to Maine companies; and promoting the opportunities in world trade to all Maine businesses. In carrying out these responsibilities, the Committee: recommends specific steps the Governor can take to provide professional services to Maine companies to further develop world trade; helps establish a system to coordinate information and services pertaining to world trade; prepares promotional, educational, and training recommendations to stimulate world trade; prepares legislative and other recommendations, as appropriate, to stimulate world trade and foreign investment in Maine; identifies the inhibiting factors to further development of world trade and recommends steps to overcome those factors which can be affected by State government; and conducts such other activities as appropriate to advise the governor on world trade and to assist Maine companies to participate in international markets.

**ORGANIZATION:** The Governor's Advisory Committee on World Trade was established on October 10, 1979 by Executive Order 7 FY 80. The Committee is appointed by the Governor, to serve at his pleasure. The membership includes private and public representatives with a responsibility to encourage world trade and international business development and/or special knowledge about this subject. Ex-officio Committee members include the President of the Maine Development Foundation, the Director of the State Development Office, and the Director of the State Planning Office. The chairman is appointed by the Governor from among the members of the Committee.

**PROGRAM:** In Fiscal Year 1982, the Governor's Advisory Council on World Trade served as the advisor to both the Governor and the State Development Office. The Council's goal, "to increase Maine's employment and wealth through international trade", will be accomplished by the achievement of two key objectives: the increase in Maine exports by five times its 1978 volume of $200 million to one billion dollars annually by 1985; and (2) the increase of capital investment in Maine's economy from international investors.

A major recommendation of the Council this year was the creation of a private World Trade Association drawing its membership from private industry and service organizations with an interest in expanding Maine's export opportunities. Individual members of the Council have been instrumental in organizing this group, whose program will initially concentrate on export education for Maine companies. The first sucessful effort in this regard was a day-long export conference held on World Trade Day in May, 1982, which featured expert speakers from across New England. In addition, awards were presented to three Maine companies who had demonstrated excellence in export marketing.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of State Development Office.

# DEPARTMENT OF FINANCE AND ADMINISTRATION

**RODNEY L. SCRIBNER, COMMISSIONER**

*Central Office:* State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
*Mail Address:* Statehouse Station #78, Augusta, Maine 04333

*Established:* 1931 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 114; *Citation:* 5 M.R.S.A., Sect. 287

*Average Count—All Positions:* 804 *Legislative Count:* 783

*Organizational Units:*
Bureau of the Budget
Bureau of Accounts and Control
Bureau of Central Computer Services
Bureau of Purchases
Bureau of Public Improvements
Bureau of Taxation
Bureau of Alcoholic Beverages
Board of Emergency Municipal Finance
Maine Insurance Advisory Board
Review Committee for Contractual Services
Standardization Committee
Capitol Planning Commission
Land Use Tax Committee
State Liquor Commission
Board of Trustees, Accident and Sickness or Health Insurance Program
Advisory Council on Deferred Compensation Plans
Advisory Committee on State Communications
Employee Suggestion System Board

**PURPOSE:** The Department of Finance and Administration is the principal administrative and fiscal agency of Maine State Government.

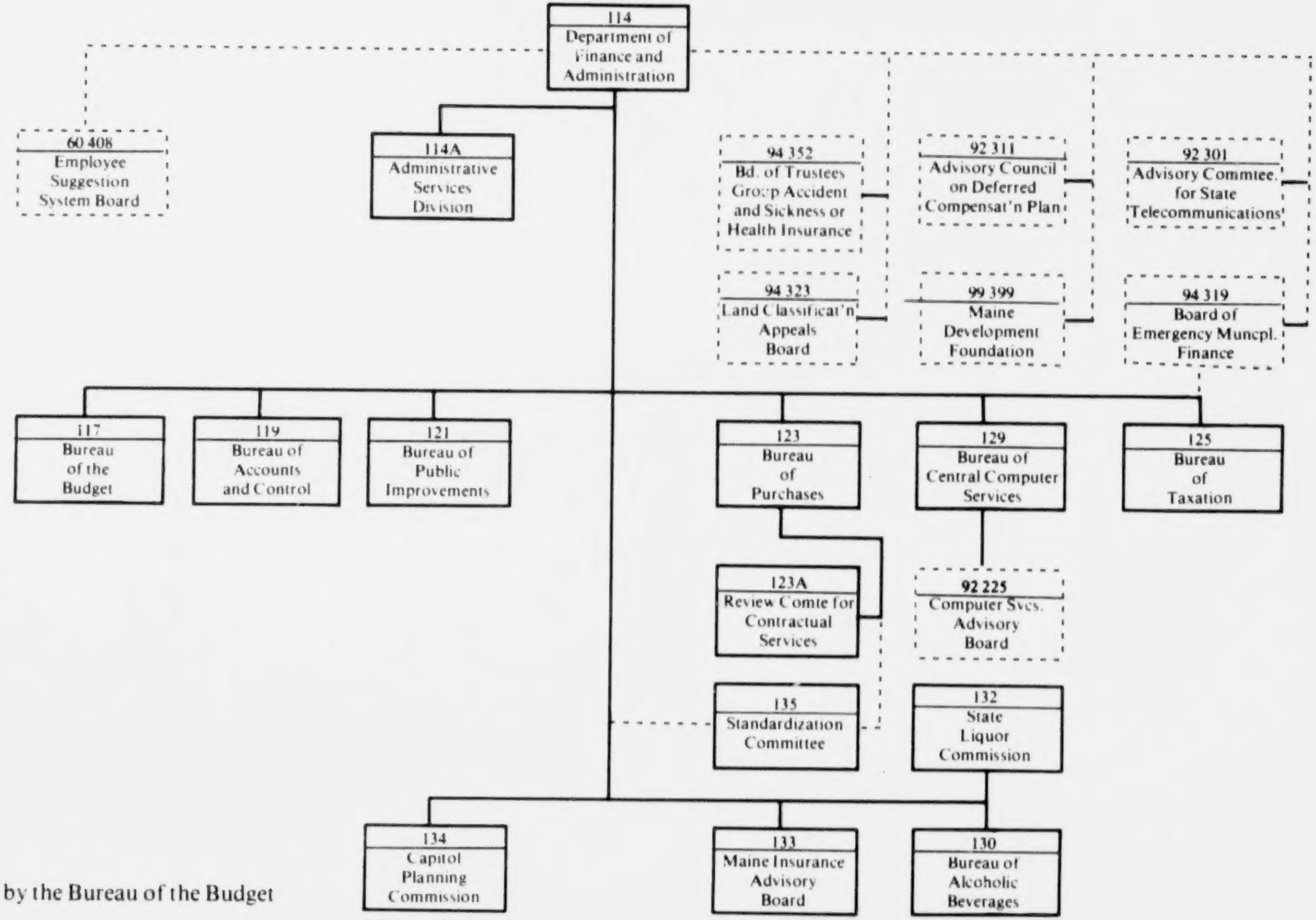
**ORGANIZATION:** An organization chart is provided in this report.

**PROGRAM:** The program of the Department is implemented through its component units.

**PUBLICATIONS:** Several publications are available through component units.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

# DEPARTMENT OF FINANCE AND ADMINISTRATION
## UMB 08


114
Department of Finance and Administration
60 408
Employee Suggestion System Board
114A
Administrative Services Division
94 352
Bd. of Trustees Group Accident and Sickness or Health Insurance
94 323
Land Classificat'n Appeals Board
92 311
Advisory Council on Deferred Compensat'n Plan
99 399
Maine Development Foundation
92 301
Advisory Commtee. for State Telecommunications
94 319
Board of Emergency Muncpl. Finance
117
Bureau of the Budget
119
Bureau of Accounts and Control
121
Bureau of Public Improvements
123
Bureau of Purchases
129
Bureau of Central Computer Services
125
Bureau of Taxation
123A
Review Comte for Contractual Services
92 225
Computer Svcs. Advisory Board
135
Standardization Committee
132
State Liquor Commission
134
Capitol Planning Commission
133
Maine Insurance Advisory Board
130
Bureau of Alcoholic Beverages

Approved by the Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF FINANCE AND ADMINISTRATION

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 13,563,380 | 7,509,590 | | 242,699 | | 5,811,091 |
| Health Benefits | 652,429 | 344,205 | | 13,979 | | 294,245 |
| Retirement | 2,190,863 | 1,211,265 | | 39,173 | | 940,425 |
| Other Fringe Benefits | 87,464 | 49,271 | | 1,518 | | 36,675 |
| Computer Services—Comm | 92,090 | 218 | | | | 91,872 |
| Computer Services—State | 641,219 | 583,657 | | | | 57,562 |
| Other Contractual Service | 4,304,405 | 2,533,125 | | 153,077 | | 1,618,203 |
| Rents | 2,370,569 | 29,465 | | 372 | | 2,340,732 |
| Commodities | 1,355,131 | 498,633 | | 38,592 | | 817,906 |
| Grants—Subsidies—Pensions | 7,991,441 | 6,758,301 | 1,158,673 | 6,121 | | 68,346 |
| Buildings and Improvement | 1,807,629 | 1,049,540 | | | | 758,089 |
| Equipment | 74,352 | 72,952 | | | | 1,400 |
| Interest-Debt Retirement | 11,899 | | | | | 11,899 |
| Transfers to Other Funds | 426,309 | | | | | 426,309 |
| **TOTAL EXPENDITURES** | 35,569,180 | 20,640,222 | 1,158,673 | 495,531 | | 13,274,754 |

| DEPARTMENT OF FINANCE AND ADMINISTRATION (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 62,583 | 62,583 | | | | |
| Health Benefits | 1,517 | 1,517 | | | | |
| Retirement | 12,647 | 12,647 | | | | |
| Other Fringe Benefits | 268 | 268 | | | | |
| Other Contractual Service | 32,880 | 32,880 | | | | |
| Commodities | 207 | 207 | | | | |
| TOTAL EXPENDITURES | 110,102 | 110,102 | | | | |

# BUREAU OF ACCOUNTS AND CONTROL

## DONALD A. BROWN, STATE CONTROLLER

*Central Office:* State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3781
*Mail Address:* Statehouse Sta. #14, Augusta, Maine 04333

*Established:* 1931 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 119; *Citation:* 5 M.R.S.A., Sect. 283

*Average Count—All Positions:* 60 *Legislative Count:* 66

**PURPOSE:** The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

**ORGANIZATION:** The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance (now the Department of Finance and Administration). The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance and Administration subject to the approval of the Governor.

**PROGRAM:** The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

**PUBLICATIONS:**

State of Maine Financial Report (free).

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF ACCOUNTS AND CONTROL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 894,070 | 894,070 | | | | |
| Health Benefits | 42,830 | 42,830 | | | | |
| Retirement | 144,076 | 144,076 | | | | |
| Other Fringe Benefits | 5,624 | 5,624 | | | | |
| Computer Services—State | 214,893 | 214,893 | | | | |
| Other Contractual Service | 32,718 | 32,718 | | | | |
| Commodities | 6,711 | 6,711 | | | | |
| Grants—Subsidies—Pensions | 56 | 56 | | | | |
| Equipment | 338 | 338 | | | | |
| TOTAL EXPENDITURES | 1,341,316 | 1,341,316 | | | | |

# ADMINISTRATIVE SERVICES DIVISION (FINANCE & ADMINISTRATION)

### DAVID S. CAMPBELL, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2931
*Mail Address:* Statehouse Sta. #67, Augusta, Maine 04333

*Established:* July, 1977 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 114-A; *Citation:* 5 M.R.S.A., Sect. 282

*Average Count—All Positions:* 14 *Legislative Count:* 17

**PURPOSE:** The Administrative Services Division was established to provide consolidated administrative and financial management services for the Department of Finance and Administration. The Division is authorized to provide administrative and financial management support and services to all bureaus of the Department of Finance and Administration.

The bureaus within the Department and provided this support are Accounts and Control, Alcoholic Beverages, Budget, Central Computer Services, Insurance Advisory Board, Public Improvements, Purchases and Taxation. The technical assistance and support provided includes accounting, auditing and budgetary functions for all bureaus, excluding the Bureau of Alcoholic Beverages; and departmental personnel functions for all bureaus.

**ORGANIZATION:** The Administrative Services Division was established by statute on July 1, 1977. The Division is responsible to the Commissioner of Finance and Administration.

**PROGRAM:** New and expanded activities in the area of affirmative action and equal employment opportunities were continuing within the Department during the past year. Specifically, training programs for all supervisors were implemented during this period.

**PUBLICATIONS:**

Affirmative Action Plan—(Free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| ADMINISTRATIVE SERVICES DIVISION (FINANCE AND ADMINISTRATION) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 230,781 | 230,781 | | | | |
| Health Benefits | 9,552 | 9,552 | | | | |
| Retirement | 40,143 | 40,143 | | | | |
| Other Fringe Benefits | 2,665 | 2,665 | | | | |
| Computer Services—State | 67 | 67 | | | | |
| Other Contractual Service | 6,258 | 6,258 | | | | |
| Commodities | 1,666 | 1,666 | | | | |
| Grants—Subsidies—Pensions | 1,258 | 1,258 | | | | |
| Equipment | 252 | 252 | | | | |
| **TOTAL EXPENDITURES** | 292,642 | 292,642 | | | | |

# BUREAU OF ALCOHOLIC BEVERAGES

## GUY A. MARCOTTE, DIRECTOR

*Central Office:* 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
*Mail Address:* Statehouse Sta. #8, Augusta, Maine 04333

*Established:* 1933 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 130; *Citation:* 5 M.R.S.A., Sect. 283

*Average Count—All Positions:* 283 *Legislative Count:* 272

**PURPOSE:** The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission, having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

**ORGANIZATION:** The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

**PROGRAM:** The Bureau of Alcoholic Beverages program of converting existing conventional stores to a self-service type of operation was continued and two more stores were converted during FY 82. The Bureau now operates 42 self-service outlets and the program will be continued within available funds and at suitable locations.

The 107th Legislature enacted a measure which permits the Bureau to establish agency stores. This makes it possible to have liquor sold by agents who now operate other retail stores in smaller towns where there is no state store. In some instances state stores now in smaller towns may be closed and agency stores established which would result in savings of operating costs for the state. During FY 82 more agencies were established making the total 61.

The 109th Legislature enacted a measure permitting the Bureau to merchandise in State Liquor Stores. Within the philosophy of the control concept the Bureau is presently engaged in promoting monthly specials in an attempt to stimulate sales by passing down discounts to retail customers.

The 111th Legislature recently enacted a law that will, effective September 24, 1983, allow the Bureau of Alcoholic Beverages to accept major credit cards in all State Liquor Stores.

**LICENSES, PERMITS, ETC.:**

License:
- Class I. Spirituous, Vinous and Malt Beverages
- Class II. Spirituous Only
- Class III. Vinous Only
- Class IV. Malt Beverages Only

Class VI. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages
Permit:
Certificate of Approval for Wine, Beer
Alcohol
Catering

**PUBLICATIONS:** Rules and regulations supplementing the new law are available.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF ALCOHOLIC BEVERAGES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,782,408 | | | | | 3,782,408 |
| Health Benefits | 200,047 | | | | | 200,047 |
| Retirement | 607,505 | | | | | 607,505 |
| Other Fringe Benefits | 23,561 | | | | | 23,561 |
| Computer Services—State | 21,418 | | | | | 21,418 |
| Other Contractual Service | 654,108 | | | | | 654,108 |
| Rents | 365,231 | | | | | 365,231 |
| Commodities | 253,592 | | | | | 253,592 |
| Grants—Subsidies—Pensions | 63,229 | | | | | 63,229 |
| Transfers to Other Funds | 175,722 | | | | | 175,722 |
| **TOTAL EXPENDITURES** | 6,146,821 | | | | | 6,146,821 |

# BUREAU OF THE BUDGET

## G. WILLIAM BUKER, STATE BUDGET OFFICER
## RICHARD R. ERICSON, DEP. STATE BUDGET OFFICER

*Central Office:* State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2881
*Mail Address:* Statehouse Sta. #58, Augusta, Maine 04333
*Established:* 1931 *Sunset Review Required by:* June 30, 1988
*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 117; *Citation:* 5 M.R.S.A., Sect. 283
*Average Count—All Positions:* 12 *Legislative Count:* 13

**PURPOSE:** The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance and Administration, for carrying out State budget laws.

**ORGANIZATION:** The Bureau of the Budget is a departmental division, headed by a State Budget Officer appointed by the Commissioner.

**PROGRAM:**

**Budget Process.** Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government and corporations and associations desiring to receive State funds under provisions of law prepare, and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium.

Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, adjusting them as deemed necessary. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature.

**State Budget Document.** The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium; 2) detailed budget estimates both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

**Work Program.** After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor.

**State Cost Allocation Program.** The Bureau of the Budget represents the State of Maine in preparing a Consolidated Cost Allocation Plan and in negotiating the allocation of dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency. The Bureau also establishes for each department an indirect cost rate to identify central service costs which benefit each agency.

**Maine State Government Annual Report.** As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget, designed the format for, gathers the data from State agencies, edits, assembles and produces Maine State Government Annual Report in accordance with statutory mandate.

**PUBLICATIONS:**

*State Budget Document*

*Maine State Government Annual Report.* Available from the Bureau of Purchases, Division of Reprographics, Statehouse, Augusta.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF THE BUDGET | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 234,780 | 234,780 | | | | |
| Health Benefits | 7,780 | 7,780 | | | | |
| Retirement | 46,701 | 46,701 | | | | |
| Other Fringe Benefits | 1,325 | 1,325 | | | | |
| Computer Services—State | 42,282 | 42,282 | | | | |
| Other Contractual Service | 23,781 | 23,781 | | | | |
| Commodities | 1,523 | 1,523 | | | | |
| Equipment | 1,405 | 1,405 | | | | |
| **TOTAL EXPENDITURES** | 359,577 | 359,577 | | | | |

# CAPITOL PLANNING COMMISSION

**ANNE GARDINER, CHAIRPERSON**

*Central Office:* State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3881
*Mail Address:* Statehouse Sta. #77, Augusta, Maine 04333
*Established:* 1967 *Sunset Termination Scheduled to Start by:* June 30, 1988
*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 134; *Citation:* 5 M.R.S.A., Sect. 298
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the States' physical plant and in the locating of State buildings and other public improvements in the Capitol area; to submit the completed plan to the Legislature for adoption; and to submit amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan. The intended policy for development of the Capitol area is to proceed with economy, careful planning, aesthetic consideration and with due regard to the public interests involved.

**ORGANIZATION:** The Capitol Planning Commission was established in 1967, abolished in 1972 and recreated in 1973. The Commission consists of the Director of the State Planning Office, ex-officio, seven members appointed by the Governor, and a member of the Augusta City Council. The Governor's appointees must include: two residents of the Capitol Planning District; one resident of the City of Augusta; and four Maine citizens. The Commission elects a chairman from its membership, and while the Bureau of Public Improvements serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The State Planning Office also provides staff support. The Commission must meet at least once every four months.

**PROGRAM:** The Capital Planning Commission met several times throughout the year conducting routine business within the scope of its responsibilities. In 1981 the Commission membership expanded from 7 to 9 members. Since that time, the Commission has adopted new rules and regulations for the Capitol Planning Area.

**PUBLICATIONS:**
Capitol Planning Commission Report to the 110th Legislature, January, 1982

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision included with those of the Bureau of Public Improvements.

# BUREAU OF CENTRAL COMPUTER SERVICES

**ARTHUR W. HENRY, JR., DIRECTOR**
**CARL S. WESTON III, DEPUTY DIRECTOR**

*Central Office:* State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631
*Mail Address:* Statehouse Sta. #61, Augusta, Maine 04333
*Established:* 1971 *Sunset Review Required by:* June 30, 1988
*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 129; *Citation:* 5 M.R.S.A., Sect. 283
*Average Count—All Positions:* 84 *Legislative Count:* 0
*Organizational Units:*
Computer Operations Division
Systems Software Division
Systems and Programming Division
Information and Research Division

**PURPOSE:** Central Computer Services was established to develop, operate, and maintain data processing systems that effectively meet the needs of program managers and contribute to attainment of user agency objectives. Central Computer Services is authorized to establish, maintain and operate a data processing service bureau for State government agencies. Central Computer Services establishes standards for computer operations and has also been assigned responsibility for monitoring the acquisition of data processing equipment and services by all State agencies.

Central Computer Services also has the responsibility to report on all data processing plans and activities. The first report of this nature was prepared during FY 77.

**ORGANIZATION:** Legislation enacted by the 107th Legislature during the 1975 regular session estabished the Central Computer Services as a Bureau of the Department of Finance and Administration, effective October 1, 1975. This legislation significantly increases the powers and duties of Central Computer Services and creates a Computer Services Advisory Board to assist and advise the Bureau in meeting its responsibilities. Prior to October, 1975 Central Computer Services had been an administrative unit of the Department of Finance and Administration since April, 1971. The responsibilities of the agency were previously handled by the Bureau of Accounts and Control, with initial management of the agency under contract to a consulting firm. In July, 1971 a director and deputy director were hired as State employees and the agency was reorganized into operational divisions. Central Computer Services is an intra-governmental service fund account and receives no direct appropriation from the General Fund.

**PROGRAM:**

**Administration.** Fiscal year 1983 presented many different challenges to Central Computer Services and the data processing community. Considerable time was spent in developing strategies for making information more readily accessible by management. This resulted in the development of the Information and Resources Division within Central Computer Services and various tools to make information more accessible to managers. At the same time emphasis was placed on acquiring development tools for programmers and analysts. The third area in which considerable time was spent was in the area of networking. Central Computer Services worked with the Computer Services Advisory Board to develop strategies to tie in various equipment, especially word processing equipment, to the computer teleprocessing network.

All of these above efforts resulted in the acquisition of new tools to facilitate the use of the computer, accompanied by increases in the hardware capabilities of the machines to provide the services needed. As in past years, technical efforts were accompanied by financial efforts to maintain cost level to the various user agencies. In fact, the budget for the Bureau did not increase, even though these tools were acquired, resulting in a decrease in rates for computer usage for the fifth straight year.

**Computer Operations.** The primary objective of the Computer Operations Section is to provide responsive, efficient and professional services to those agencies needing computer processing, media library, data entry, auxiliary or data control services. On-line, timesharing, batch and remove batch processing access is provided on a 24 hour/day/week basis.

During FY 83, the section effectively increased CPU (Central Processing Unit) capacity by upgrading the Honeywell Operating System with an additional MSU0501 (1.2 billion character) disk units. Further, the IBM Operating System was upgraded by the addition of three 3375 disk drives. Data Communications (the function which enables communications between CCS and users at remote sites, for example Human Services field offices and the VTI's) facilities were improved with the addition of a second Data Communications Technician to assist users.

Another enhancement to the provision of CCS's services involved the purchase of a data entry system that was previously rented. This system enables the input/output of data (on tapes rather than on keypunch cards) in order to tailor it prior to processing. As the fiscal year draws to a close, the section is also reviewing the acquisition of equipment which would record computer output on microfiche.

**Information and Resource Division.** The Information and Resource Division (IRD) was established in May of 1983 to provide services to CCS's clients who feel a need to experience data processing first hand. The IRD staff strives to meet the variety of needs by providing access to: 6 terminals which tie into CCS's Honeywell and IBM mainframes, 3 personal computers (an IBM, Ebson and an Apple II), 2 printers, a graphics terminal and printer and a word processor terminal. This equipment enables interested persons to learn about computer graphics, personal computers, and statistics packages which are used on the mainframes. The IRD will also do data processing needs analysis for users and has a resource library available for use. If the needs analysis finds a project to be beyond the capability of the IRD, the user is referred to the Systems and Programming Section of CCS.

The IRD has continued to provide data processing and management training to State agencies. Last year, 99 classes were given to 605 students who represented 38 agencies. A Staff Development Specialist IV has been hired to co-ordinate classes in the coming fiscal year, and to assist CCS and other agencies in defining their training needs and to design appropriate staff development programs.

**Systems Software and Planning.** This group is responsible for the generation and maintenance of the Honeywell and IBM operating system software; for the maintenance and reporting of the Bureau's capacity measurement systems; for the planning and installation of data processing products; and for the development of any special programming techniques. During the fiscal period all operating systems were upgraded in order to support new hardware and software products, and IBM's SNA (Systems Network Architecture) was adopted as a telecommunications standard. The IBM system hardware upgrades included a memory increase from four megabytes to eight megabytes, installation of three 3279 color graphics terminals, and the installation of three 3375 disk drives. At the end of the fiscal year, software products being installed included ADRS (A Departmental Reporting System), APL (A Programming Language), GDDM (Graphic Data Display Manager), and PGF (Presentation Graphics Feature), with PROFS (Professional Office System) earmarked for installation early in the next fiscal year. Honeywell installations included PCF (Personal Computing Facility), and DMIV-TP for testing as a telecommunications monitor.

**Systems and Programming.** This unit provides consulting services to State agencies on a fee basis. During the fiscal period several development projects were in progress. Among these were projects on the following agencies: Personnel, Environmental Improvement—Hazardous Waste Disposal, Health—Client Management, Retirement—Contributions and Social Security, MOICC—Occupational Information, State Development Office—Economic Development System. Maintenance support was provided for many agencies. Among the more active accounts were Legislative—Bill Drafting and Bill Status, Alcoholic Beverages, Budget, Lottery—Instant Ticket Accounting, Inland Fisheries and Wildlife—Registration, and Nursing—Licenses.

**PUBLICATIONS:**

*Protocol*—Data Processing Monthly Newsletter

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF CENTRAL COMPUTER SERVICES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,238,084 | | | | | 1,238,084 |
| Health Benefits | 52,323 | | | | | 52,323 |
| Retirement | 205,418 | | | | | 205,418 |
| Other Fringe Benefits | 8,182 | | | | | 8,182 |
| Computer Services—Comm | 91,872 | | | | | 91,872 |
| Other Contractual Service | 750,785 | | | | | 750,785 |
| Rents | 1,814,098 | | | | | 1,814,098 |
| Commodities | 505,809 | | | | | 505,809 |
| Grants—Subsidies—Pensions | 1,578 | | | | | 1,578 |
| Interest—Debt Retirement | 7,781 | | | | | 7,781 |
| Transfers to Other Funds | 111,189 | | | | | 111,189 |
| **TOTAL EXPENDITURES** | 4,787,119 | | | | | 4,787,119 |

# MAINE INSURANCE ADVISORY BOARD

## ROGER L. ANDREWS, EXECUTIVE SECRETARY, DIRECTOR OF RISK MANAGEMENT

*Central Office:* State Office Bldg., Augusta; *Room:* 422 *Telephone:* 289-2341
*Mail Address:* Statehouse Sta. #85, Augusta, Maine 04333

*Established:* 1965 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 133; *Citation:* 5 M.R.S.A., Sect. 1725

*Average Count—All Positions:* 3 *Legislative Count:* 5

**PURPOSE:** The Maine Insurance Advisory Board was established to provide insurance advice to the State government and administer all State insurance and self-insurance plans and programs. The Board reviews annually the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; recommends to the Governor such insurance protection as deemed necessary or desirable for the protection of all State property; recommends a limit of self-insurance on State-owned buildings, contents, furniture and fixtures, consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverages for unusual or unique situations and conditions, as deemed necessary.

**ORGANIZATION:** The Maine Insurance Advisory Board was created in 1965 and became operational July 1, 1966, as a result of the recommendations of a fifteen member committee established by the Governor and Council to make a comprehensive study of the State's methods and procedures in acquiring and administering insurance plans and programs necessary to professionally and economically process the State's insurance requirements. The Board was placed within the Department of Finance and Administration in 1971.

The Board consists of five members appointed by the Governor for terms of five years, including two members familiar with risk management selected from the public and three members selected from representatives of the insurance industry. The Board annually elects a chairman from its membership and employs an executive secretary for administrative purposes.

A continuing reserve fund, created to indemnify the State for self-insured retention losses and related loss adjustment expenses, as recommended by the Board and approved by the Governor, is administered by the Commissioner of Finance and Administration.

**1983 RE-ORGANIZATION.** With the passage by the 111th Legislature of Chapter 349 of the Public Laws there was created within the Department of Finance and Administration a Risk Management Division. The Maine Insurance Advisory Board was eliminated and the Division placed under the direct supervision of a Director of Risk Management.

The purposes and duties of the Risk Management Division remain basically the same. The re-organization was effected to streamline the cost and management of the functions of the office as well as to strengthen and centralize such programs as safety, claims administration and subrogation.

**PROGRAM:** The following is a brief description of premiums, losses and pertinent information relative to the major lines of insurance administered by the Maine Insurance Advisory Board.

STATE PROPERTY INSURANCE

Company: National Union Insurance Company
Agency: Bradish-Young, Inc.
Term: 7/1/82 - 7/1/83
Insured Amount: $850,442,427
Annual Premium: $57,000
Self-Retention: $500,000
Claims Incurred: $295,567

## BOILER INSURANCE

Company: The Hartford Steam Boiler Inspection and Insurance Company
Agency: W. C. Ladd & Sons, Inc.
Term: 7/1/82 - 7/1/83
Annual Premium: $36,754
Deductible: $5,000
Claims Incurred: None

## AUTOMOBILE FLEET LIABILITY INSURANCE

Company: United States Fidelity & Guaranty Company
Agency: The Dunlap Agency
Term: 9/8/82 - 9/8/83
Limits: $300,000 per occurrence
Premium: $171,000/Deductible: $5,000
Number of Units: 4,284
Claims Reported from 7/1/82-83: 421
Claims Incurred from 7/1/82-83: $175,856

## STATE AIRCRAFT FLEET INSURANCE

Company: Insurance Company of North America
Agency: Turner Barker & Co., Inc.
Term: 8/6/82 - 8/6/83
Limits: Various — Hull & Liability
Premium: $34,735
Number of Aircraft: 22
Claims Incurred: $28,637

The exceptional quality of the State pilots and the excellent maintenance programs are illustrated in this exhibit.

## COMPREHENSIVE BLANKET BOND

Company: Hartford Accident & Indemnity Co.
Agency: Dunlap Agency
Term: 7/9/82 - 7/9/83
Coverage: Employee fidelity, money and securities and food stamps
Number of Employees: 16,912
Premium: $49,466
Losses Incurred: $3,783

## RESERVE FOR SELF-INCURRED LOSSES

| | |
|---|---|
| Balance of Fund July 1, 1982: | $4,236,604.70 |
| Net Premiums Deposited: | 292,206.48 |
| Investment Income: | 506,110.64 |
| Claims Paid & Incurred: | (168,856.58) |
| Balance June 30, 1982: | $4,866,065.24 |

## OCEAN MARINE/BOAT INSURANCE

Company: Insurance Company of North America
Agency: W. C. Ladd & Sons, Inc., Rockland
Term: 7/1/82-7/1/83
Premium: $74,892
Claims Incurred: $17,722

## POLICE PROFESSIONAL LIABILITY

Company: New England Reinsurance Corporation
Agency: Desmond & Payne, Inc., Falmouth
Term: 7/26/82-7/26/83
Premium: $35,200
Claims Incurred: Undetermined

LIABILITY (OWNERS, LANDLORDS & TENANTS) INSURANCE
Company: United States Fidelity & Guaranty Company
Agency: Dunlap Agency, Auburn
Term: 9/13/82-9/13/83
Premium: $14,128
Claims Incurred: None

Each of the foregoing lines of insurance are placed by competitive bid. Bid specifications are prepared by the Board and advertised, opened and awarded in accordance with statutory requirements.

In addition to the foregoing "major" insurance programs, Ocean Marine Insurance is acquired for Department of Transportation, Bureau of Waterways; Department of Marine Resources; Inland Marine for University of Maine; and Department of Educational and Cultural Services, and vocational technical schools and other agencies. Workmen's Compensation insurance is also purchased when required to comply with the provisions of federally-funded programs.

**PUBLICATIONS:**

State of Maine Insurance Values FY 1984 Compilation available on location—For Review 8 A.M. to 4 P.M.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE INSURANCE ADVISORY BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 66,406 | 66,406 | | | | |
| Health Benefits | 2,702 | 2,702 | | | | |
| Retirement | 10,178 | 10,178 | | | | |
| Other Fringe Benefits | 374 | 374 | | | | |
| Computer Services—State | 12 | 12 | | | | |
| Other Contractual Service | 185,080 | 137,711 | | | | 47,369 |
| Commodities | 1,006 | 1,006 | | | | |
| Equipment | 1,205 | 1,205 | | | | |
| **TOTAL EXPENDITURES** | 266,963 | 219,594 | | | | 47,369 |

# STATE LIQUOR COMMISSION

**JAMES GIBBONS, CHAIRMAN**
**CHARLES MILAN III, COMMISSIONER**
**PAUL R. BONNEAU, COMMISSIONER**

*Central Office:* 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
*Mail Address:* Statehouse Sta. #8, Augusta, Maine 04333

*Established:* 1934 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 132; *Citation:* 28 M.R.S.A., Sect. 51

*Average Count—All Positions:* 3 *Legislative Count:* 0

**PURPOSE:** The Commission has the following powers and duties: general supervision of manufacturing, importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor; which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jurisdiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, for laboratories in schools, colleges, and state institutions, to hospitals for medical use therein, to licensed pharmacists for use in compounding prescriptions, and to any physicians, surgeons, osteopaths, chiropractors, optometrists, dentists or veterinarians for medicinal use only; authority to buy and have in their possesion wine and spirits for sale to the public. Such purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

**ORGANIZATION:** The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

**PROGRAM:** The State Liquor Commission authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commision also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

**LICENSES, PERMITS, ETC.:** See those listed with the Bureau of Alcoholic Beverages.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Maine Bureau of Alcoholic Beverages.

## BUREAU OF PUBLIC IMPROVEMENTS

### LEIGHTON COONEY, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3881
*Mail Address: Statehouse Sta. #77*, Augusta, Maine 04333

*Established:* August 28, 1957 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 121; *Citation:* 5 M.R.S.A., Sect. 283

*Average Count—All Positions:* 162 *Legislative Count:* 174

**PURPOSE:** The Bureau of Public Improvements was established to provide the planning, development and monitoring of the construction of all public improvements and public school facilities, maintenance and repair of all public improvements, property records control and property management of the State Capitol complex. The Bureau is authorized to plan and develop long-range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction cost and progress of public improvements; to supervise, control and maintain land and buildings in the State Capitol Complex; to lease or approve the leasing of grounds, buildings, facilities and office space required by departments and agencies of State Government; to assist the Capitol Planning Commission in the establishment and maintenance of a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to serve as secretariat of the Capitol Planning Commission.

**ORGANIZATION:** The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property and preserve and keep them in proper condition. The first Superintendent of Public Buildings was the then former Governor William King who was charged with the responsibility of erecting the State's first capitol. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly created Bureau of Public Improvements administered by a State Director of Public Improvements who is appointed in the same manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvement and property management functions. The latter became the responsibility of the Bureau's Property Management Program. The Bureau was charged with broad responsibilities for planning and plan review; plus design and construction of public improvements; Statewide repair and capital budgeting; and lease space and telecommunications management, among other duties.

In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with the responsibility for establishing and maintaining a master plan for the Capitol Area. The Commission, with its membership changed by the 106th Legislature in 1973 to better represent the City of Augusta and the neighborhoods within the Capitol Planning area, is actively working with the Bureau on a new master plan. Commission members are appointed by the Governor for 5 year terms. They elect their own Chairperson.

In 1971 the Legislature enacted major new school construction legislation. The Bureau was charged with the responsibility of monitoring the entire construction program to assure the most open and competitive process and the highest quality public school construction. In 1977, BPI established the position of Lease Space & Telecommunications Chief to directly serve these growing responsibilities. In 1982 a Lease Space coordinator and a Telecommunications coordinator were added to the staff.

In 1979, the Legislature charged the Bureau with rulemaking responsibilities for the procurement of Architectural & Engineering services. In addition, $1.5 million was appropriated to BPI for the first phase of a major Statewide Handicapped Accessibility program in all State facilities. In 1981 the Legislature expanded this responsibility with rulemaking responsibilities for all buildings with public access, whether publicly or privately owned.

In 1977 and 1980 a total of $15 million was authorized by the Legislature and voters for a comprehensive program of energy conservation in public schools and State buildings. BPI has shared responsibility for the school program with the Department of Education and has been charged with complete responsibility for the Stateside part of the program. In 1981 the Legislature authorized for public referendum and the voters approved an additional $2 million to continue the State building conservation program. In addition, two permanent positions were added to the staff for long-term energy management work.

**PROGRAM:** The Program of the Bureau of Public Improvements is as follows:

**Professional Services Division.** The planning, design, review and construction monitoring staffs serviced approximately $50 million worth of public improvements during the past year. This has consisted of 14 public schools constructed worth $8,500,000, plus the programming and planning for 30 unconstructed school projects valued at approximately $35,000,000; capital construction projects on 212 State projects worth $7,700,000; the design and construction monitoring of 50 energy retrofit projects on State-owned buildings worth $650,000; and reimbursement of $1.5 million tp public schools from (150) Phase III Energy Retrofit Projects.

The Division's Energy Conservation and Management Program staff has and will continue to review plans and specifications of new buildings for compliance with life cycle costing. For 83-84 the Division will prepare 200 energy retrofit grants totaling $2 million for public schools and coordinate the design and construction of $1,000,000 of energy projects in State buildings. A fuel management and monitoring program is under development. This program has been funded by 3 bond issues in the total amount of $17 million; $10 million for schools and $7 million for State buildings. To date approximately $8.0 million has been expended on school retrofit and $4.5 million has been expended on State buildings. Approximately $2,900,000 was expended for energy retrofit in 1982-1983.

**Property Management Division.** The Building Control section monitors and controls the operating parameters of 576 points in 11 Capitol Complex buildings, 24-hours per day, using a Honeywell DELTA 2000 Energy Management System to provide security and environmental comfort for these building's occupants while minimizing energy costs.

The central telephone office provides service 7 days a week for the State telephone system. It oversees the operation and maintenance of 1,469 assigned telephone lines and 3,851 telephones.

The Division has installed a surplus diesel generator on a truck to provide emergency power to the D.O.T. building to prevent major damage to the heating system in case of a prolonged power failure; constructed the "bus stop" by the office building and performed landscaping work there and at Nash School. Over 100 Red Oak trees were planted in Capitol Park and more landscaping done on property bordering the State Planning Office creating a mini-park.

**Leased Space and Telecommunications.** There have been a total of 147 leases handled, including 112 new or renegotiated leases for space, and 16 special, training or land leases in the last fiscal year, accounting for 370,111 square feet of space (excluding garages, etc.) with a yearly dollar value of $1,135,490. Total lease expense for buildings and offices for fiscal year 1983 is $4,617,130.

Studies by the Governor's Management Task Force in both the lease space and telecommunications program has resulted in recommendations for an increase of management staff within the Bureau to specifically administer these two programs. The 110th Legislature authorized three positions to reinforce these programs.

A computerized telecommunications management system was installed in the 2nd quarter of 1981, and has effected the projected savings. Participation by remote field and district offices has resulted in a far larger number of callers than anticipated, which will require some additional equipment should the decision be made to extend the potential savings to other State locations.

Information gleaned from analysis reports indicates the need, desirability, and potential savings to be gained with a new Statewise, electronic telecommunications system. Studies are being made to determine the type, size and configuration of such a system.

It is estimated that a major telephone change costing $5 to $7 million dollars will be needed at the Capitol Complex within the next 3 to 5 years, in order to keep pace with the latest advances in telecommunications technology.

Due to action taken by the 110th Legislature, Capital requests for many telephone systems will be submitted, as the need to replace obsolete and ineffective telephone systems in our many institutions becomes more critical with each passing year. Any such system purchases, lease purchased or leased, must maintain compatability with any Statewide system being contemplated.

**Property Records Program.** The year started with the Property Records ledgers showing a total cost valuation for Plant and Equipment of $253,900,169.08. During the year this division audited and accounted for $15,651,837.64 additions and $11,413,587.12 retirements to the Capital Equipment Accounts and Plant Reports were prepared showing additions of

$6,691,048.80 and retirements of $42,426.60 to the Land, Building and Structures and Improvement Accounts. The 1983 year closed with a cost valuation for Plant and Equipment of $264,787,041.80.

**LICENSES, PERMITS, ETC.:**

Parking Permits for:
- Temporary Handicapped
- Service Vehicles
- Outside Agency
- Car Pooling
- Commissioners

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF PUBLIC IMPROVEMENTS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,582,938 | 2,340,239 | | 242,699 | | |
| Health Benefits | 131,083 | 117,104 | | 13,979 | | |
| Retirement | 410,862 | 371,689 | | 39,173 | | |
| Other Fringe Benefits | 18,150 | 16,632 | | 1,518 | | |
| Computer Services—Comm | 218 | 218 | | | | |
| Computer Services—State | 2,135 | 2,135 | | | | |
| Other Contractual Service | 1,395,287 | 1,194,508 | | 153,077 | | 47,702 |
| Rents | 3,605 | 3,233 | | 372 | | |
| Commodities | 485,451 | 446,859 | | 38,592 | | |
| Grants—Subsidies—Pensions | 28,524 | 22,403 | | 6,121 | | |
| Buildings and Improvement | 1,807,629 | 1,049,540 | | | | 758,089 |
| Equipment | 60,374 | 58,974 | | | | 1,400 |
| **TOTAL EXPENDITURES** | 6,926,256 | 5,623,534 | | 495,531 | | 807,191 |

# BUREAU OF PURCHASES

## STUART SABEAN, STATE PURCHASING AGENT

*Central Office:* State Office Bldg., Augusta *Telephone:* 289-3521
*Mail Address:* Statehouse Sta. #9, Augusta, Maine 04333

*Established:* 1931 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 123; *Citation:* MRSA Title 5 Chapters 13 and 155

*Average Count—All Positions:* 77 *Legislative Count:* 19

*Organizational Units:*
- Purchasing Division
- Central Printing
- Surplus Division—State and Federal
- Materials Testing
- Review Committee for Contractual Services
- Central Mail Service
- Central Warehouse
- Central Photo Laboratory
- Central Convenience Copiers
- Standardization Committee
- Blind Made Products Committee

**PURPOSE:** The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State government; to purchase or contract for all postal service required for the use of the State government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Finance and Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

A Blind-Made Products Committee was established to determine the price of all products which meet specifications prescribed by the State Purchasing Agent which are manufactured by Maine institutions for the blind and offered for sale to the State or any political subdivision.

**ORGANIZATION:** The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (renamed Department of Finance and Administration in 1953) under the administrative direction of the State Purchasing Agent who is appointed by the Commissioner of Finance and Administration. Within the Bureau are the divisions of Postal Service, Warehousing, Central Printing, Central Convenience Copiers, and Central Photography services. In 1977 the Department of Finance and Administration through the Bureau of Purchases was designated as the State agency to receive and distribute federal surplus property.

**PROGRAM:** The objective of the Bureau of Purchases is to procure collectively all services, supplies, materials, and equipment for the State in a manner that will best secure the greatest possible economy. Functions of the Bureau include operation of stationery stores and central warehousing; central photography lab; central duplicating (photocopy equipment); Central Printing; State mail service; and both State and Federal surplus programs.

**PUBLICATIONS:**

The Maine State Government Annual Report (Price established by actual cost prorated per page of copy to each contributing state entity).

Departmental Telephone Directory (Price $1.50)
Salary Schedule (Price $7 .50.
Personnel Rules (Price $2.37).
State House Station Directory—Free at present time.
Equal Employment Opportunity (Price $4.00)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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| BUREAU OF PURCHASES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,094,682 | 304,083 | | | | 790,599 |
| Health Benefits | 54,403 | 12,528 | | | | 41,875 |
| Retirement | 176,737 | 49,235 | | | | 127,502 |
| Other Fringe Benefits | 6,810 | 1,878 | | | | 4,932 |
| Computer Services—State | 111,144 | 75,000 | | | | 36,144 |
| Other Contractual Service | 142,639 | 24,400 | | | | 118,239 |
| Rents | 161,403 | | | | | 161,403 |
| Commodities | 61,084 | 2,579 | | | | 58,505 |
| Grants—Subsidies—Pensions | 3,539 | | | | | 3,539 |
| Interest—Debt Retirement | 4,118 | | | | | 4,118 |
| Transfers to Other Funds | 139,398 | | | | | 139,398 |
| **TOTAL EXPENDITURES** | 1,955,957 | 469,703 | | | | 1,486,254 |

# REVIEW COMMITTEE FOR CONTRACTUAL SERVICES

**STUART SABEAN, CHAIRMAN**
**CARL T. SILSBY, Contract Administrator**

*Central Office:* State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3521
*Mail Address:* Statehouse Sta. #9, Augusta, Maine 04333

*Established:* 1969 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 123A; *Citation:* 1973 Exec. Order 20

*Average Count—All Positions:* 1 *Legislative Count:* 0

**PURPOSE:** The Review Committee for Contractual Services was established to ensure that contracts for special services awarded by agencies of the State Government are necessary to carry out the duties and responsibilities of government and that fair and equitable treatment is afforded to all. The Committee is authorized to examine all such contracts for justification of need and for compliance with State contractual and financial procedures, and before granting approval, may require the presentation of evidence and such modifications of form and procedure as it deems relevant.

**ORGANIZATION:** The Review Committee for Contractual Services, originated in December, 1969, through an Executive Order of the Governor which established the three-member Review Committee within the Department of Finance and Administration composed of the State Controller, State Budget Officer and the State Purchasing Agent. A second Executive Order, issued in November, 1973, established the Committee under its present name and expanded its membership to include the Director of Central Computer Services as chairman. In late 1975, the State Purchasing Agent was named permanent chairman by consent of the Committee and the Commissioner of Finance and Administration, and in May, 1976, a contract administrator was appointed to operate within the Bureau of Purchases under the Committee chairman.

**PROGRAM:** The Contract Review Committee functions in accordance with regulations promulgated by the Department of Finance and Administration and incorporated in Section 48 of the *Manual of Financial Procedures*. These regulations establish procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies and for the award of contracts and their amendments, all such operations being subject to Committee review and approval.

During the past year, the Committee acted upon approximately 720 contracts and contract amendments involving a total expenditure of nearly $15,200,000 in State and federal funds, for the purchase of an array of administrative, professional and technical services and resources not otherwise available within the State Government. This activity was conducted through numerous work sessions and meetings with agency representatives as well as independent review by individual Committee members.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# STANDARDIZATION COMMITTEE

### STUART SABEAN, RECORDING SECRETARY

*Central Office:* State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3521
*Mail Address:* Statehouse Sta. #9, Augusta, Maine 04333

*Established:* 1931 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 135; *Citation:* 5 M.R.S.A., Sect. 1814

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Standardization Committee was established to advise the State Purchasing Agent and the Commissioner of Finance and Administration in the formulation, adoption and modification of the rules and regulations which prescribe the purchasing policy of the State, and to assist the State Purchasing Agent in the formulation, adoption and modification of specifications deemed necessary for the procurement of services, supplies, materials and equipment required for use by the State.

**ORGANIZATION:** The Standardization Committee was established in 1931 in conjunction with the Bureau of Purchases and consists of the Governor or his representative, the State Purchasing Agent, and four public members representative of industry, commerce and political sub-divisions of Maine, and such State department or agency heads or their representatives as may be designated by the Governor to serve at his pleasure. The State Purchasing Agent is an ex officio nonvoting member. The Committee must meet at least semi-annually.

**PROGRAM:** This Committee establishes more standardized State specifications. In addition, the committee reviews and evaluates contracts or bids before awards are made if such appears to be of a controversial nature.

**FINANCES, FISCAL YEAR 1983:** 5 MRSA Sect 1814 provides that expenditures of this unit shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

# BUREAU OF TAXATION

### RAYMOND L. HALPERIN, STATE TAX ASSESSOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
*Mail Address:* Statehouse Sta. #24, Augusta, Maine 04333

*Established:* April 2, 1931 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 08; *Unit:* 125; *Citation:* 5 M.R.S.A., Sect. 283

*Average Count—All Positions:* 195 *Legislative Count:* 212

*Organizational Units:*
State Tax Division
Operations Division
Audit and Enforcement Division

**PURPOSE:** The Bureau of Taxation was established to collect revenues necessary to support Maine State government through the assessment of taxes as required by law, and to improve the application of tax laws in Maine at both the State and local levels. The Bureau, through the State Tax Assessor, is authorized to assess and collect the following State taxes: Sales and Use Tax, Individual and Corporate Income Taxes, Motor Fuel Taxes, Inheritance and Estate Taxes, Insurance Taxes, Special Industry Taxes, and Property Taxes in Unorganized Territory. In addition, the Bureau administers the Elderly Householders Tax and Rent Refund Act of 1971, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Suppression Fund Excise Tax, and administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low-Cost Drug program.

**ORGANIZATION:** The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance (renamed Department of Finance and Administration in 1953), under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of this Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax and Rent and Refund Act of 1971 was assumed by the Bureau in 1972. Also, in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Finance and Administration appoints the State Tax Assessor subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. The Bureau's present organization plan provides for a State Tax Division, Operations Division, and Audit and Enforcement Division.

**PROGRAM:** The activities of the Bureau are chronicled through its various divisions.

**State Tax Division.** The Division has four sections as follows:

*Sales Tax Section.* Net assessment for sales tax, rental tax, use tax, interest and penalties for the fiscal year ending June 30, 1983 was $270,619,260. Collections of the 5% use tax on casual sales of motor vehicles and out-of-state purchases of motor vehicles were approximately $5,474,918 for the fiscal year ending June 30, 1983.

Sales tax refunds and exemptions provided to commercial farmers and commercial fishermen for purchases of depreciable machinery and equipment were approximately $783,261 for the fiscal year ending June 30, 1983.

*Inheritance Tax Section:* Revenue for the fiscal year ending June 30, 1983 totaled $11,699,141.

*Excise Tax Section:* Total net assessments for the fiscal year ending June 30, 1983 were: Gasoline, Use Fuel and Motor Carrier Taxes—$54,474,703. Business, Special Industry and Cigarette Taxes—$65,473,941 and Aeronautical Gas Tax—$159,491.

*Income Tax Section:* Net assessment corporate income tax for the fiscal year ending June 30, 1983 was $33,359,069. Net assessments for the individual income tax for same period was $235,934,038.

The Income Tax Section also administers the Elderly Householders Tax and Rent Refund Program and the certification program for the Elderly Low Cost Drug Program. The certificates were issued in conjunction with the Elderly Householders Tax and Rent Refund Program and resulted in 18,924 elderly low cost drug cards being issued for the year ending June 30, 1983. The following number of refunds were processed under the Elderly Householders Tax and Rent Refund Program:

| Year Ending June 30: | 1982 | 1983 |
|---|---|---|
| Number of applications filed | 25,727 | 24,537 |
| Number of applications approved | 22,788 | 22,337 |
| Total refunds | $5,917,705 | $6,030,252 |
| Average refund | $ 260 | $ 270 |

The State Tax Division is also responsible for administrative support functions of a technical nature. These include coordination of the Bureau's legislative involvement, administrative studies and monitoring compliance requirements with federal programs. A general fund revenue forecasting model is maintained as well as statistical analyses of certain state taxes.

**Audit and Enforcement Division.** This division was established in 1979 in order to consolidate state tax enforcement and compliance efforts; thereby assuring a systematic and efficient program of tax enforcement. In addition to generating additional revenue, aggressive and conspicuous enforcement activities maintain the public's confidence in the equity and uniformity of the State's tax programs.

*Delinquent Accounts Section:* This section has responsibility for the collection of all unpaid accounts. Programs are administered which utilize both routine collection procedures and the judicious application of several forceful statutory provisions which are available to ensure payment of state tax liabilities.

*Enforcement Section:* This section consists of two units with responsibility for pursuing and investigating nonfilers of state tax returns. The Federal Data Unit utilizes information developed through a Federal/State Exchange Program to assess taxpayers who have not reported results of Federal Income Tax audits to the State or who have not filed State returns. The following statistics summarize this unit's activity for the fiscal year ending June 30, 1983:

| | *Number of Assessments* | *Assessments* |
|---|---|---|
| Individual | 9,476 | $2,060,187 |
| Corporate | 352 | 621,725 |
| Total | 9,828 | $2,681,912 |

The Compliance Unit develops and utilizes internally-generated resources to detect nonfilers for the various tax systems. Delinquency investigations may result in the use of the State's subpoena and summons authority as well as the State Tax Assessor's authority to execute tax returns under 36 M.R.S.A. section 141 in aggravated cases on nonfiling of returns. This unit also assists in the development of information required by the Criminal Division of the Attorney General's office with regard to the White Collar Crime Program concerning the nonfiling of Maine Income Tax Returns. For fiscal year 1983, Grand Jury criminal indictments have been rendered against 5 individuals, also 6 additional cases were taken to District Court for failure to file returns. Five of the Grand Jury cases were successfully prosecuted and remaining cases are pending trials.

*Audit Section.* The Audit Section coordinates field audits for sales, income and motor fuel taxes.

Audit statistics for fiscal year ending June 30, 1983

| | |
|---|---|
| In-state Tax Assessments | $7,258,393 |
| Out-of-state Tax Assessments | 5,218,820 |
| Miscellaneous Assessments | 424,167 |
| | $12,901,380 |

**Operations Division.** The Operations Division is principally responsible for certain business services, systems analysis, design and operation and property tax activities.

The Business Services Section provides mail processing, revenue accounting and data entry services. The Computer Services Section operates and controls the Bureau's computerized systems. Continued emphasis on the efficient use of computer systems has resulted in expanded and refined utilization. All the major taxes administered by the Bureau are handled through computerized systems, with the exception of inheritance taxes.

**Property Tax Section.** The inspection, appraisal and update of properties in the Unorganized Territory was on-going during FY 83. There is a continuous revision of property tax maps including identification of parcels, ownership changes and property splits. The Section maintained approximately 18,000 property record accounts including valuation update of each property account, tax map changes, tax billings, lien procedures and Spruce Budworm Tax assessment on 1,420,672 acres. The computerized property tax records were updated throughout the tax year.

With regard to the organized municipalities, the Section completed field studies of the 494 cities, towns and plantations for the 1983 and 1984 State Valuation Programs using the computerized sales ratio program developed by the Section in 1976. Field staff personnel performed approximately 1,300 residential appraisals for supplementing the sales ratio data information bank and conducted or maintained 26 appraisals of large industrial/commercial complexes throughout the State.

The municipal statistics program was upgraded continuously and reports published. The five basic courses in Property Tax Assessment Administration were updated and 10 courses were presented throughout the State in 6 locations with total attendance of 140 student assessors. The Assessor's School was conducted at Bowdoin College for Maine assessors. One hundred ninety-five Maine assessors enrolled in the five basic courses, review courses, and advanced courses. Certification examinations were prepared and given to 33 applicants. The Section also provided assistance to municipal assessors in setting tax rates, completing commitments, interpreting Property Tax Law and in the use of appraisal techniques. The assistance was provided by telephone and by visitations to the municipalities by Section personnel. Assistance was provided to municipal tax collectors regarding their duties as well as the Motor Vehicle Excise Tax Law. Visitations were made throughout the State to advise assessors and tax collectors of changes in assessment administration and to resolve local misunderstandings of property tax laws.

The Property Tax Section continued to emphasized compliance of the minimum assessment standards during 1982 and 1983 pursuant to Title 36, M.R.S.A., section 327.

Section tax revenues for the fiscal year are as follows:

Property Tax Section

| | 1982-1983 |
|---|---|
| Unorganized Territory | |
| Real Estate Tax | $ 6,194,679 |
| Personal Property Tax | 144,697 |
| Spruce Budworm Tax | 6,207,818 |
| Interest on Tax | 33,849 |
| State-wide Real Estate Transfer Tax | 898,708 |
| Total | $13,979,751 |

**LICENSES, PERMITS, ETC.:**

Blueberry: Annual license—Processor and/or Shipper.
Dairy and Nutrition Council Tax: Permanent Certificate—Dealer.
Milk Tax: Permanent Certificate—Shipper.
Potato Tax: Permanent Certificate—Shipper.
Sardine Tax: Permanent Certificate—Packer.
Use Fuel:
    Use Fuel Tax License—Permanent.
    Use Fuel Dealers License—Permanent.
Gasoline:
    Distributors Certificate—Permanent.
    Exporters Certificate—Permanent.
    Importers Certificate—Permanent.
Lubrication Oils:
    Distributors Certificate—Permanent.
Cigarettes:
    Distributors Annual Cigarette License.
    Wholesale Dealers Annual Cigarette License.
    Nonresident Distributors Annual Cigarette Licenses.
Sales and Use Tax Registration.
Certified Maine Assessor Certificate
Certified Assessment Technician Certificate

**PUBLICATIONS:**

Bulletins and pamphlets which describe the various tax laws and regulations are available free of charge.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| **BUREAU OF TAXATION** | **TOTAL FOR ALL FUNDS** | **General Fund** | **Special Revenue Funds** | **Highway Fund** | **Federal Funds** | **Misc. Funds** |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,376,648 | 3,376,648 | | | | |
| Health Benefits | 150,192 | 150,192 | | | | |
| Retirement | 536,596 | 536,596 | | | | |
| Other Fringe Benefits | 20,505 | 20,505 | | | | |
| Computer Services—State | 249,268 | 249,268 | | | | |
| Other Contractual Service | 1,080,869 | 1,080,869 | | | | |
| Rents | 26,232 | 26,232 | | | | |
| Commodities | 38,082 | 38,082 | | | | |
| Grants—Subsidies—Pensions | 7,893,257 | 6,734,584 | 1,158,673 | | | |
| Equipment | 10,778 | 10,778 | | | | |
| **TOTAL EXPENDITURES** | 13,382,427 | 12,223,754 | 1,158,673 | | | |

# NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

**RICHARD E. MULLAVEY, EXECUTIVE SECRETARY**
**KENNETH G. STRATTON, CHAIRMAN, MAINE COMMISSIONERS**

*Central Office:* AMHI—Harlow Building *Telephone:* 289-2791
*Mail Address:* Statehouse Sta. #22, Augusta, Maine 04333
*Established:* 1949 *Sunset Review:* Not Established
*Reference: Policy Area:* 05; *Umbrella:* 98; *Unit:* 327; *Citation:* 1949 P&SL, Chap. 75
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

**ORGANIZATION:** The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation: the third member is a citizen appointed by the Governor, for a term of three years.

**PROGRAM:** Activities of the Northeastern Interstate Forest Fire Protection Commission during FY 83 included the annual Commission meeting at Lebanon, New Hampshire, and the annual training session at Concord, New Hampshire. The theme of this session was "The Use of Computers in Fire Control."

A training session and meeting was conducted at New Brunswick, Canada by the Equipment Committee on the subject of: Updating the members' equipment inventories, the marking of equipment for identification, and equipment pricing.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $4,222 in FY 83 and are, by administrative decision, included with those of the Bureau of Forestry.

# ADVISORY COMMITTEE FOR THE TRAINING OF FIREMEN

**STEPHEN WILLIS, CONSULTANT**

*Central Office:* Education Bldg., Augusta *Telephone:* 289-2621
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333
*Established:* 1959 *Sunset Review:* Not Established
*Reference: Policy Area:* 02; *Umbrella:* 92; *Unit:* 326; *Citation:* 20 M.R.S.A., Sect. 2552
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose of the Advisory Committee to the Commissioner of Educational and Cultural Services Relating to the Firemen's Training Program is to consult and advise him in carrying out the administration of section 2551.

**ORGANIZATION:** The committee consists of 13 members appointed by the Commissioner as follows: One municipal ~~chief,~~ one call chief and one volunteer chief recommended by the Maine Fire Chief's Association, Inc.; one municipal firefighter, one call firefighter and one volunteer firefighter recommended by the Maine Federation of Firefighters, Inc.; two members recommended by the Maine Municipal Association, Inc., including one city or town manager and one selectman; one member of an industrial or institutional fire brigade recommended by the Maine Safety Council; one representative from the field of insurance recommended by the Maine Insurance Association, Inc.; two members recommended by the Maine Council of Firefighters, Inc.; and one member from the general public.

**PROGRAM:** Advisory Committee met twice during FY 83. Committee developed strategies to insure solid financial foundation for Fire Service Training program and counseled FST administrators on implementation of aspects of the five-year plan for fire education and training in Maine.

**PUBLICATIONS:**

1. Legal Research of Maine's Fire Protection Laws—Free.
2. Automotive Fire Apparatus Procurement Guide—Free.
3. Fire Ground Hydraulics (Basic)—Free.
4. Fire Ground Hydraulics (Advanced)—Free.
5. Maine's Fire Chiefs Directory—Free.
6. A Five-Year Plan for Statewide Fire Service Education and Training for the State of Maine—1980—Free
7. Maine Fire Education and Training Catalog—Free.

**FINANCES, FISCAL YEAR 1983:** Expenditures of $168.30 in FY 83 were included with those of the Department of Educational and Cultural Services.

# MAINE GUARANTEE AUTHORITY

**WILLIAM B. MANHEIMER, CHAIRMAN**
**JAMES H. MURPHY, ACTING MANAGER**

*Central Office:* 83 Western Ave., Augusta; *Floor:* 2 *Telephone:* 289-3095
*Mail Address:* Statehouse Sta. #94, Augusta, Maine 04333
*Established:* 1973 *Sunset Review Required by:* June 30, 1988
*Reference: Policy Area:* 01; *Umbrella:* 94; *Unit:* 332; *Citation:* 10 M.R.S.A., Sect. 1001
*Average Count—All Positions:* 5 *Legislative Count:* 0

**PURPOSE:** The purpose of the Maine Guarantee Authority is to promote and encourage the development and expansion of industrial, manufacturing, fishing, agricultural and recreational enterprises within the State of Maine.

**ORGANIZATION:** The Maine Guarantee Authority is a body corporate and politic and a public agency and instrumentality of the State of Maine. It consists of ten members. These members are: The Director of the State Development Office, the Treasurer of the State and eight members at-large appointed by the Governor subject to review by the Joint Standing Committee on State Government and confirmation by the Legislature. Each member-at-large serves for a term of four years. A manager is appointed by the Authority to direct and supervise its administrative and technical activities. The Authority is a self-supporting agency that receives its operating funds from mortgage insurance fees and service and application fees charged in connection with the issuance of industrial revenue bonds. It is not supported by legislative appropriations.

**PROGRAM:** The Authority administers four financial assistance programs designed to accomplish the purpose for which it exists. These are: (1) the Mortgage Insurance Program, (2) the Revenue Obligation Securities Program, (3) the Municipal Securities Approval Program and (4) the Community Industrial Buildings Program.

During the fiscal year ending June 30, 1983, The Maine Guarantee Authority continued the court ordered maintenance of Evergreen Valley Resort, Inc. Evergreen Valley Resort, Inc. was auctioned in May, 1983, with the Authority as the only bidder. Confirmation of the bid was not completed prior to the end of the fiscal year. Proceedings were subject to the Chapter XI, Debtor in Possession Bankruptcy Act.

The First Hartford-Wyandotte Plant in Waterville, which the Maine Guarantee Authority bid first security position, was maintained during the winter months of the fiscal year and has been scheduled for auction on August 19, 1983.

The Woodlord facility in Kingfield, which the Authority has owned for over five years, has been optioned to be sold in late 1983. Although no major expenses were incurred, the property will be sold to private ownership.

Colby Co-Operative Starch, Inc. in Caribou, which the Authority has just secured position, had a fire in February, 1983, and with the cooperation of the Economic Development Administration, Small Business Administration, The Maine Guarantee Authority and Maine Farmers of Aroostook County, they hopefully will be financially capable of survival without injection of Federal and State guaranteed loans within the next two or three years.

Loan guarantees were terminated by either a payoff of balance or a refinance without a Maine Guarantee Authority guarantee. They were: (1) Edwards Manufacturing, (2) General Electric, (3) Hallowell Shoe, (4) Lynn-Flex Industries, (5) Wendall Shaw, (6) Willis Sargent, (7) Kimball Terrace, (8) Kathadin Shadows and (9) Sebago Marina. It should be noted that Kathadin Shadows Campground was foreclosed upon and has been negotiated for resale by the Authority and closing tentatively scheduled for late 1983.

Lauri, Inc., a toy manufacturing project, was delayed due to additional funding proposals which decreased the amount of guarantee by the authority. It is tentatively scheduled for completion in December, 1983.

The Umbrella Bond Program has been revived and a late 1983 or early 1984 bond issue is imminent.

## GUARANTEE AUTHORITY

The enactment of The Finance Authority of Maine legislation will transfer the Maine Guarantee Authority into the new agency in the fall transfer the Maine guarantee Authority into the new agency in the fall of 1983 with an energetic new scope of operations to continue the growth of the State of Maine.

During the fiscal year, the sale of the woodlands of Kennebec Pulp & Paper Company optioned by Madison Paper Company to Scott Paper Company, who eventually during the year, purchased the woodlands for approximately $2,900,000 of which $2,800,000 was transferred to the State's general fund by the Authority.

Guarantees made during the fiscal year were:

| | |
|---|---|
| MGA Industrial Guarantees | |
| AKF Foods, Inc. | $3,200,000 |
| Off-Shore Enterprises, Inc. | 100,000 |
| | $3,300,000 |
| MGA Guaranteed Bonds | |
| Holmes Packing Corporation | $4,683,500 |
| Commitments Pending were as follows: | |
| Lauri, Inc. (Malcolm A. Sibulkin) | 650,000 |
| Maine Metal Finishing Co. | 1,900,000 |
| New England Ethanol Products | 5,500,000 |
| Seabank Industries, Inc. | 1,567,500 |
| Triple A Baseball Club Associates | 2,231,250 |
| | $11,848,750 |

## INDUSTRIAL GUARANTEES

| Name | Location | Effective Date | Guarantee Percentage | Maximum Guarantee Amount | June 30, 1983 Balance |
|---|---|---|---|---|---|
| AKF Foods, Inc. | Presque Isle | 11/29/82 | 80% | $3,200,000 | $ 3,040,000.02 |
| Andrews Enterprises/Oxford Homes, Inc. | Kennebunk | 9/16/74 | 90% | 405,000 | 334,764.61 |
| Congress Sportswear Company, Inc. | Bath | 1/29/65 | 100% | 303,040 | 39,022.28 |
| Hunt Company, Inc. | Wiscasset | 1/ 2/81 | 90% | 180,000 | 118,083.86 |
| Lawrence Leather Co., Inc., A.C. | South Paris | 3/ 6/76 | 90% | 675,000 | 470,144.36 |
| Lewiston Shoe Machinery Co., Inc. | Lisbon | 12/30/76 | 80% | 226,800 | 141,295.80 |
| McCain Foods, Inc. | Washburn | 3/31/77 | 75% | 1,534,500 | 1,305,698.11 |
| Nichols Company, W.H. | Portland | 1/ 2/76 | 90% | 135,000 | 1,214,388.19 |
| Offshore Enterprises, Inc. | Deer Isle | 10/29/82 | 40% | 100,000 | 100,000.00 |
| Paris Manufacturing Corporation | South Paris | 9/14/78 | 90% | 900,000 | 813,933.59 |
| Stratton Lumber, Inc. | Eustis | 8/18/81 | 90% | 864,641 | 824,990.40 |
| Viner Brothers, Inc. | Bangor | 7/11/75 | 90% | 832,500 | 357,491.65 |
| Volk Packaging Corporation | Biddeford | 8/ 1/68 | 100% | 228,000 | 99,067.36 |
| Sub-Total | | | | | 8,858,830.53 |
| **GUARANTEED BONDS** | | | | | |
| Cloutier Co., Inc. W.E. | Lewiston | 5/27/82 | 95% | 760,000 | 684,000.00 |
| Holmes Packaging Corporation | Rockland | 12/ 1/82 | 95% | 4,683,500 | 4,683,500.00 |
| Howell Laboratories, Inc. | Bridgton | 4/ 8/81 | 85% | 408,000 | 355,862.36 |
| Spencer Press of Maine, Inc. | Wells | 6/14/81 | 95% | 7,000,000 | 6,829,985.00 |
| Sub-Total | | | | | $12,553,347.36 |

## RECREATIONAL GUARANTEES

| Name | Location | Effective Date | Guarantee Percentage | Maximum Guarantee Amount | June 30, 1983 Balance |
|---|---|---|---|---|---|
| Hyde School Tennis Court | Bath | 11/ 1/69 | 100% | 270,000 | 128,346.04 |
| Indoor Tennis | Bangor | 10/ 1/69 | 100% | 157,500 | 110,464.66 |
| Landmark Motor Inn | Pittsfield | 10/ 1/70 | 100% | 155,000 | 88,461.47 |
| Pierce's Marine Service, Incorporated | Boothbay Harbor | 11/27/68 | 100% | 125,000 | 9,303.43 |
| Sugarloaf Mountain Corporation | Kingfield | 12/11/75 | 100% | 2,533,102 | 1,971,658.31 |
| The Waverly Motel | Old Orchard Beach | 2/ 5/69 | 100% | 225,000 | 78,000.00 |
| Sub-Total: | | | | | $ 2,386,233.91 |

## COMMITMENTS

| Name | Location | Approval Date | Guarantee Percentage | Commitment | |
|---|---|---|---|---|---|
| Lauri, Inc. | Avon | 6/21/82 | 90% | 585,000.00 | |
| Maine Metal Finishing Co. | Gorham | 6/14/83 | 95% | 1,900,000.00 | |
| New England Ethanol Products | Auburn | 2/ 8/83 | 73.1/3% | 5,500,000.00 | |
| Sebank Industries, Ltd. | Rockland | 5/24/82 | 95% | 1,567,500.00 | |
| Triple A Baseball Club | Old Orchard | 4/12/83 | 85% | 2,231,250.00 | |
| Sub-Total | | | | | 11,783,750.00 |
| Reserved for UMBRELLA BOND PROGRAM | | | | | 7,000,000.00 |
| Total Insured Projects and Commitments | | | | | $42,582,161.80 |
| Bonds Outstanding—Industrial | | | | 7,639,953 | |
| Recreational | | | | 1,502,850 | 9,142,804.00 |
| Available for New Projects | | | | | 8,275,084.20 |
| | | | | | $60,000,000.00 |

## Schedule of
## Municipal Revenue Obligation Securities Issues
## Approved by Authority
## July 1, 1982 to June 30, 1983

| Municipality | Company | Date Approved | Amount Approved/ Purchaser | Interest Rate | Jobs Created | Type Project |
|---|---|---|---|---|---|---|
| Auburn | Beal's Laundry, Inc. | 06/83 | $ 400,000<br>Casco Bank and Trust Company | floating | | |
| Auburn | Lewiston Development Co./ | 11/82 | 380,000<br>Northeast Bank | floating | 25 | 1 |
| Bangor | Affiliated Laboratory, Inc. | 07/82 | 990,000<br>Merrill Trust Company | floating | 30 | 1 |
| Bangor | Ansewn Shoe Company | 07/82 | 3,400,000<br>(No Purchaser) | | 7 | 1 |
| Bangor | Kenduskeag Valley Associates | 05/83 | 750,000<br>Maine National Bank | floating | 35 | 1 |
| Belmont | B-V Business Forms, Inc. | 02/83 | 250,000<br>Aurele Bourque et als. | 11% | 0 | 5 & 9 |
| Biddeford | Delta Precision Castings, Inc. | 06/83 | 2,000,000<br>Depositors Trust Company | floating | 3 | 1 |
| Bridgton | Sebago, Inc. | 02/83 | 290,000<br>Northeast Bank | floating | 32 | 1 |
| Bucksport | St. Regis Paper Company | 12/82 | 2,500,000<br>Chemical Bank | floating | 350 | 1 |
| Jay | G.H. Bass & Company | 11/82 | 3,000,000<br>Lehman Brothers, Kuhn, Loeb | 13% | 0 | 2 |
| Jay | International Paper Company | 10/82 | 19,000,000<br>Kidder, Peabody & Co. | floating | 45 | 1 |
| Lewiston | W.S. Libby Company | 06/83 | 2,000,000<br>Depositors Trust Company | floating | 0 | 2 |
| Lewiston | Roger P. Michaud | 12/82 | 300,000<br>Depositors Trust Company | floating | 35 | 1 |
| Lewiston | D & S Pepperell Corp. | 05/83 | 975,000<br>Northeast Bank | | 11 | 1 |
| Lewiston | Quality Heel Corp. | 08/82 | 1,250,000<br>Northeast Bank | floating | 932 | 1 |
| Lewiston | Reed Paper Company | 08/82 | 400,000 | floating | 39 | 1 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Monmouth | Dumont Industries | 05/83 | Depositors Trust Company | 500,000 | floating | 16 | 9 |
| Norridgewock | New Balance Athletic Shoe, Inc. | 11/82 | Bank of Maine | 1,800,000 | floating | 5 | 1 |
| Portland | Chapman Corporation | 10/82 | First National Bank of Boston | 360,000 | floating | 600 | 1 |
| Portland | Harbor Plaza Associates, (Dictar Associates II) | 04/83 | Depositors Trust Company | 6,000,000 | 10% | 50 | 1 |
| Portland | Pizzagalli Development Company | 02/83 | Gilchenhaus & Company | 900,000 | floating | 255 | 5 & 9 |
| Portland | Portland Ice Arena | 05/83 | Canal National Bank | 1,500,000 | 12% | 6 | 5 |
| Portland | Teak Associates | 05/83 | First National Bank of Boston | 800,000 | | 3 | 4 |
| Portland | Vessel Services, Inc. | 02/83 | Casco Bank & Trust | 700,000 | floating | 0 | 1 |
| Rockland | Olsson Properties, Inc. | 06/83 | Fleet National Bank | 600,000 | floating | 5 | 10 |
| Skowhegan | Scott Paper Company | 10/82 | Merrill National Bank | 3,000,000 | 11% | 14 | 1 |
| Wells | Shaw's Realty Company | 08/82 | Goldman, Sachs & Company | 10,000,000 | floating | 672 | 1 |
| Winslow | Scott Paper Company | 02/83 | First National Bank of Boston | 1,000,000 | floating | 61 | 1 |
| Yarmouth | Cole-Haan | 03/83 | Smith, Barney, Harris Upham & Co., Inc. | 1,000,000 | floating | 162 | 1 |
| | | | Maine National Bank | | | 3 | 1 |
| TOTAL | | | | $67,545,000 | | 2,275 | |

Project Types:
1. Industrial commercial project;
2. Pollution control project;
3. Water supply system;
4. Recreation project;
5. Multi-level parking facility;
6. Multi family housing units secured by mortgages and consistent with a municipally-approved community development grant;
7. Energy generating system;
8. Energy distribution system;
9. Reconstruction of existing building project.
10. Vessels

## FINANCIAL SUMMARY
## July 1, 1982 to June 30, 1983

| | | |
|---|---|---|
| **Industrial Building Mortgage Insurance Fund** | | |
| Balance Available 7/1/82 | $(1,140,440.12) | |
| Receipts | 4,305,717.83 | |
| | $ 3,165,277.71 | |
| Disbursements | 1,094,511.71 | |
| | 2,070,766.00 | |
| Transferred to General Fund | (2,000,000.00) | |
| | | $ 70,766.00 |
| **Recreational Project Mortgage Insurance Fund** | | |
| Balance Available 7/1/82 | $1,040,420.54 | |
| Receipts | 279,727.43 | |
| | $ 1,320,147.97 | |
| Disbursements | 201,046.65 | |
| | 1,119,101.32 | |
| Transferred to General Fund | (800,000.00) | |
| | | 319,101.32 |
| **Municipal Securities Act** | | |
| Balance Available 7/1/82 | $ 188,276.52 | |
| Receipts | 93,949.36 | |
| | $ 282,225.88 | |
| Disbursements | 70,358.94 | |
| | | 211,866.94 |
| **Community Industrial Building Fund** | | |
| Balance Available 7/1/82 | $ 71,948.95 | |
| Receipts | 224,205.32 | |
| | $ 296,154.27 | |
| Legislative Appropriation (Supplemental) | 300,000.00 | |
| | 596,154.27 | |
| Disbursements | 20,555.32 | |
| | | 575,598.95 |
| **Revenue Bonds** | | |
| Balance Available 7/1/82 | (55,002.97) | |
| Receipts | 22,019.12 | |
| | $ 32,983.85 | |
| Disbursements | 48,145.33 | |
| | | (81,129.18) |
| Total Cash Balance Available June 30, 1983 | | $1,096,204.03 |

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE GUARANTEE AUTHORITY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 115,593 | | | | | 115,593 |
| Health Benefits | 4,381 | | | | | 4,381 |
| Retirement | 16,256 | | | | | 16,256 |
| Other Fringe Benefits | 411 | | | | | 411 |
| Other Contractual Service | 341,866 | | | | | 341,866 |
| Rents | 13,074 | | | | | 13,074 |
| Commodities | 863 | | | | | 863 |
| Grants—Subsidies—Pensions | 7,388 | | | | | 7,388 |
| Equipment | 2,149 | | | | | 2,149 |
| Transfers to Other Funds | 300,000 | | | | | 2,800,945 |
| **TOTAL EXPENDITURES** | 300,000 | | | | | 3.302,926 |

# MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

**EDWARD M. STONE, CHAIRMAN**
**RICHARD B. STEWART, Executive Director**

*Central Office:* 165 Dover Pt. Road, Dover, N.H.; *Telephone:* 603-742-9432
*Mail Address:* 165 Dover Pt. Road, Dover, N.H. 03820
*Established:* 1971 *Sunset Review Required by:* June 30, 1987
*Reference: Policy Area:* 03; *Umbrella:* 94; *Unit:* 336; *Citation:* 22 M.R.S.A., Sect. 2054
*Average Count—All Positions:* 5 *Legislative Count:* 0

**PURPOSE:** To assist private, non-profit hospitals, non-profit nursing homes and private, non-profit institutions for higher education within the State of Maine in financing the construction and equipping of health-care and educational facilities, the refinancing of existing indebtedness and student loans by providing access to the municipal (tax-exempt) bond market.

**ORGANIZATION:** The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Educational and Cultural Services and Treasurer of State (as a nonvoting member) who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

**PROGRAM:** Bonds, notes or any other obligation of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing home or institution for higher education or may take a mortgage on the project. Each hospital, nursing home or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals, nursing homes and institutions for higher education using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is $2.50 per $1,000 borrowed. Once the project is completed and generating revenues for the hospital, nursing home, or institution for higher education, an annual fee of $1.00 per $1,000 borrowed is charged. Recent issues include $3,200,000 Waldo County General Hospital, Belfast; $5,725,000 Franklin Memorial Hospital, Farmington; $67,570,000 Maine Medical Center, Portland.

**FINANCES, FISCAL YEAR 1983:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

# HEALTH FACILITIES COST REVIEW BOARD

**DAVID P. CLUCHEY, CHAIRMAN**
**ROBERT K. CLARKE, Executive Director**

*Central Office:* 235 State Street, Augusta *Telephone:* 289-1983
*Mail Address:* Statehouse Sta. #102, Augusta, Maine 04333

*Established:* July 1978 *Sunset Termination:* July 1, 1983

*Reference: Policy Area:* 03; *Umbrella:* 90; *Unit:* 202; *Citation:* 22 MRSA, Sec. 353

*Average Count—All Positions:* 2 *Legislative Count:* 2

**PURPOSE:** The purposes of the Health Facilities Cost Review Board are to: (1) Establish a uniform system for reporting health care information; (2) Review and comment on the budget of any hospital which is not a member of a voluntary budget review organization; (3) Monitor the activities of any voluntary budget review organization; (4) Carry out studies relating to the costs of health care services; and (5) Report annually to the Legislature on the status of the costs of health care services and recommend mechanisms to control these costs.

**ORGANIZATION:** The board consists of 10 members appointed by the Governor, and subject to review by the Joint Standing Committee on Health and Institutional Services and confirmation by the Legislature. They include the Commissioner of the Department of Human Services or his designee, the Superintendent of the Bureau of Insurance or his designee, one member from a list of 3 names submitted by the Maine Hospital Association, one member from a list of 3 names submitted by the Maine Health Care Association, one member who has at least 5 years experience in the field of health insurance or in the administration of a health care service plan and 5 public members. The board is authorized to employ an executive director and other staff as it deems necessary.

**PROGRAM:** Governor Brennan responded to the Board's study and recommendations, **Hospital Cost Containment in Maine,** by requesting that the Board provide the details of the hospital prospective program outlined in its study. Between June and October of 1982, the Board compiled and adopted a series of seven Issue Papers which set forth each of the components of the proposed program. These papers formed the basis for Governor Brennan's hospital cost containment bill. L.D. 1353.

The Board submitted to Governor Brennan and the Legislature an update of its evaluation of the voluntary hospital budget review program.

The Board also published four reports relating to the use of Maine hospitals. Three of these reports provided hospital utilization rates for 1980, 1981 and 1982 by small geographic area for 25 categories of diagnosis. The other report provided utilization data by individual hospital for these same diagnostic categories.

The Board will terminate its activities with repeal of the Health Facilities Information Disclosure Act on July 1, 1983.

**LICENSES, PERMITS, ETC.:**

The board is authorized to approve, set performance standards for and withdraw approval from voluntary budget review organizations. The board may also designate an organization as an independent data organization for the purpose of collecting, storing and retrieving health care information.

**PUBLICATIONS:**

The Board's Annual Reports for 1979 and 1980 are available upon request.

The reports of two studies are also available. They are:

(1) *Hospital Cost Containment In Maine* and
(2) *Incidence Patterns of Common Surgical Procedures In Maine 1978 and 1980.*
(3) *The Voluntary Hospital Budget Review Program: Report and Assessment 1983*
(4) *Maine Hospital Use Indicators by Area 1980*
(5) *Maine Hospital Use Indicators by Area 1981*

(6) *Maine Hospital Use Indicators by Area 1982*
(7) *Maine Hospital Use Indicators by Hospital or Area 1982*

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| HEALTH FACILITIES COST REVIEW BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 51,583 | 51,583 | | | | |
| Health Benefits | 1,312 | 1,312 | | | | |
| Retirement | 8,997 | 8,997 | | | | |
| Other Fringe Benefits | 256 | 256 | | | | |
| Other Contractual Service | 52,365 | 52,365 | | | | |
| Rents | 245 | 245 | | | | |
| Commodities | 301 | 301 | | | | |
| **TOTAL EXPENDITURES** | 115,059 | 115,059 | | | | |

# MAINE HISTORICAL SOCIETY

## WILLIAM H. TONER, JR., DIRECTOR

*Central Office:* 485 Congress St., Portland *Telephone:* 774-1822
*Mail Address:* 485 Congress St., Portland, Maine 04101

*Established:* 1822 *Sunset Termination Scheduled to Start by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 99; *Unit:* 176; *Citation:* 1822 P&SL Chap. 118

*Average Count—All Positions:* 7 *Legislative Count:* 0

**PURPOSE:** Incorporated by the State of Maine in 1822, the Maine Historical Society is charged with the responsibility for collecting and preserving "whatever...may tend to explain and illustrate any department of civil, ecclesiastical and natural history...of this State, and of the United States".

**ORGANIZATION:** The Maine Historical Society, fourth oldest historical society in the United States, was incorporated on the fifth of February, 1822. The first meeting of the Society was held in the old Statehouse at Portland, Governor Albion K. Parris presiding. It was agreed that headquarters of the Society should be located in Brunswick, and the library and museum cabinet were housed at Bowdoin College until 1881. During these early years, the Society became intimately associated with the life of the College and Annual Meetings were held there at commencement time for a hundred years.

The relocation of the Society to Portland was brought about through the energetic efforts of a number of prominent Portland citizens who became members shortly after the Civil War. At first the collections were housed on the third floor of the old City Building. When the new Portland Public Library was completed in 1889, they were moved to rooms provided by James P. Baxter. Finally on February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters at 485 Congress Street. Located on the property of the historic Wadsworth-Longfellow House (received through the bequest of Anne Longfellow Pierce) the building was constructed specifically to house the Society's large collection of rare books, manuscripts, and Maine memorabilia. For the first time in its eighty-five year history, the Society claimed its own building, and was not forced to accommodate its collecting aims or its activities to the needs of a host institution.

**PROGRAM:**

**Library.** The Maine Historical Society Library, containing more than 60,000 imprints and approximately 1.7 million historical manuscripts, is the State's foremost collection for the study of loal and State history, biography, family history, and business history. The manuscript collections comprise original maps and surveys, early proprietary and town records, and the personal papers of many of Maine's most prominent citizens. In addition, the library holds the largest and most distinguished collection of architectural drawings available in a maine library, as well as engineering drawings of the Portland Company, one of the nation's earliest manufacturers of locomotives and rolling stock. Graphic and photographic collections, including daguerreotypes and glass-plate negatives, are also a significant part of the collection and receive constant research use. The John H.S. Fogg Autograph Collection is one of the finest autograph collections in any library. These collections are accessible to all serious students of Maine and national history, and during FY 83 library users at the Maine Historical Society numbered 3,750, not including 1,200 research inquiries answered by telephone or mail.

**Museum Collections.** The Society's excellent museum collection includes over 150 Maine-related paintings, as well as antique furniture, glassware, pewter, samplers, costumes, military and naval artifacts. Objects from the collection are displayed in the library rooms, and museum items are frequently lent to other museums and public sites for special exhibition. During FY 83 the Maine Historical Society made museum loans to the Maine State Museum and Blaine House, the Maine Maritime Museum, the Portland Museum of Art, and the Society for the Preservation of New England Antiquities. Special loans were also granted for the Maine Humanities Council's travelling exhibition on Maine before Statehood, which will be shown at four major museums in the State.

**Wadsworth-Longfellow House.** The historic Wadsworth-Longfellow House, the Portland home of American poet Henry Wadsworth Longfellow, remains the Society's most significant museum program. Built in 1785-86 by Revolutionary War General Peleg Wadsworth, grandfather of the poet, the house draws more visitors each year than any other historic house in Maine. In FY 83 the Wadsworth-Longfellow House was open for public tours from June through mid-October, and during that season 7,650 visitors, including 813 school children, were given tours of Longfellow's Portland home.

During FY 83 the Society also completed restoration of the exterior of the Wadsworth-Longfellow House, a project which began in 1980 and has cost more than $100,000. Restoration was made possible by grants from the Maine Historic Preservation Commission, the City of Portland Community Development Program, and the Society's own capital fund drive.

**Accessions.** The Society continued to build upon its historical collections, chiefly through collection gifts from individuals. Library collections grew with numerous contributions of books and manuscripts, but the largest and one of the most significant acquisitions during FY83 was the donation of 400 volumes of railroad records by the Maine Central Rail Road. Records given to the Maine Historical Society recently include those of many of the Maine Central's predecessor roads, e.g. the Kennebec and Portland, the Androscoggin and Portland, and the European and North American.

**Public Programs.** The Maine Historical Society sponsored six public lectures during FY 83, including a series of three lectures on early Falmouth (Portland) history and programs on Maine archaeology, the Welsh in Maine, and Longfellow and music. Held in the Portland Public Library, the Society lectures were attended by approximately 700 people.

In an effort to make the collections of the Society's more accessible to the public, the Society maintained its new schedule for library hours, including Saturday and evening openings.

**Finances and Fund-Raising.** The Maine Heritage Fund, the institution's capital campaign begun in 1979, has now raised $454,000 towards the half-million dollar goal. In addition to these gifts and pledges from members, businesses, and foundations, the Society has received $166,666 in matching funds from the National Endowment for the Humanities Challenge Grant. While pursuing the capital funds drive to rebuild endowment, restore Society buildings, and strengthen staff and services, the Society also conducted its first Annual Giving campaign in FY 83 to meet current operating expenses. As a result of both efforts, the Maine Historical Society was able to balance its most recent operating budget. Following a long period of operating deficits and endowment decline, the Society's active fund-raising program is helping to meet expenses without reducing public programs and services.

**PUBLICATIONS:**

The Society continues to promote the study of Maine history by maintaining an active publications program, the core of which is the Maine Historical Society Quarterly, the only journal devoted exclusively to scholarly articles on Maine history. During the past year the following articles appeared in the Quarterly: "The Case of Sacred Heart Parish" by Michael Guignard; "The Rise and Fall of Portland's Waterfront, 1850-1920" by Robert H. Babcock; "Constitutional Problems in Maine During the Civil War" by David M. Gold; "Colonial Astronomers in Search of the Longitude of New England" by Robert F. Rothschild.

During the past year the Society also published Canals and Inland Waterways of Maine by Hayden L.V. Anderson, the most recent volume in the Maine Historical Society Research Series. Among previous Society publications which are still available from the Society are:

Ronald F. Banks, Maine Becomes a State: The Movement to Separate Maine from Massachusetts, 1785-1820. Paper.

H. Draper Hunt, The Blaine House: Home of Maine's Governors. Paper.

Robert E. Moody, ed. The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643. Cloth.

Gerald E. Morris and Richard D. Kelly, Jr., eds. The Maine Bicentennial Atlas: An Historical Survey. Cloth and paper.

(For current prices on these publications, contact the Maine Historical Society.)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE HISTORICAL SOCIETY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| EXPENDITURES | | | | | | |
| Grants—Subsidies—Pensions | 24,000 | 24,000 | | | | |
| TOTAL EXPENDITURES | 24,000 | 24,000 | | | | |

# DISPLACED HOMEMAKERS ADVISORY COUNCIL

**ABIGAIL O. WINSTON, CHAIRMAN**

*Central Office:* 20 Union Street, Augusta *Telephone:* 289-3431
*Mail Address:* 20 Union Street, Augusta, Maine 04330

*Established:* October 1977 *Sunset Review:* Not Established

*Reference: Policy Area:* 04; Umbrella: 92; *Unit:* 390; *Citation:* 26 M.R.S.A., Sect. 1604

*Average Count—All Positions:* 0 *Legislative Count:* 0

**ORGANIZATION:** The Displaced Homemakers Program operates through a contractual agreement with the Maine Department of Labor in conjunction with the University of Maine. For further information, please contact:

Displaced Homemakers Program
University of Maine at Augusta
Stoddard House
Augusta, ME 04330
622-7131, ext. 338
1-800-452-1947, Ext. 338
Gilda E. Nardone, Director

**PROGRAM:** By enacting the amended version of L.D. 644 (Public Law 1981, Chapter 515), the 110th Legislature mandated the Department of Labor, in collaboration with the Displaced Homemakers Project, to expand direct services for displaced homemakers in Maine. A statewide Displaced Homemakers Advisory Council was appointed by the Governor to advise the Commissioner of the Department of Labor on program development.

The Displaced Homemakers Program is a community-based multi-service program designed to provide outreach, career and job counseling, information and referral, pre-vocational training, placement, and other supportive services for economically dependent homemakers in Maine re-entering the job market due to separation, divorce, death or disability of a spouse. The goals of this Program are:

I. To provide overall Program development, administration and staff training;

II. To provide public information about and advocate for displaced homemakers in Maine;

III. To coordinate and expand the network of individuals, agencies, and organizations aware of and offering services to this target audience;

IV. To provide displaced homemakers with personal assessment career decision making, and job readiness skills and resources which will assist them in building self confidence and moving towards emotional, intellectual, and economic self sufficiency;

V. To assist displaced homemakers in entering employment or further education/training and provide follow up support.

Through Department of Labor funding in FY 83, direct services to displaced homemakers were expanded in the communities of Bangor, Lewiston-Auburn and Bath/Rockland through comprehensive Pre-Vocational Training Programs, workshops, conferences, and courses; technical assistance and staff training was provided to other state and community agencies in program design and implementation; public information about displaced homemakers was disseminated through workshops and presentations to organizations and through various forms of the media; several activities were offered in collaboration with other state and community programs; and information and referral was provided through a toll-free 800 line. Over 750 displaced homemakers received a range of services in FY 83.

## BUDGET EXPENDITURES FY 83
## DEPARTMENT OF LABOR CONTRACT

| | | | |
|---|---|---|---|
| Base Budget | $62,268 | | |
| PERSONNEL | | | |
| Salaries | | $41,648 | |
| Benefits | | 7,913 | |
| Professional and Clerical Support Services | | 4,365 | |
| | | | $53,926 |
| SUPPLIES AND MATERIALS | | | |
| Office Supplies | | 780 | |
| Training Materials | | 553 | |
| | | | 1,333 |
| COMMUNICATIONS | | | |
| Telephone | | 910 | |
| Postage | | 742 | |
| Photocopying | | 1,246 | |
| Audio Visual | | 237 | |
| | | | 3,135 |
| SPACE RENTAL | | | 420 |
| TRAVEL | | | 3,248 |
| Total Direct Costs | | | $62,062 |
| Indirect Costs × 10% | | | 6,206 |
| Total Budget Expenditures | | | $68,268 |

# ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

**ANNE PRINGLE, PRESIDENT**
**DONALD PETERS, Vice-President**

*Incoming WATS:* 1-800-452-4668
*Central Office:* 295 Water Street, Augusta
*Telephone:* 623-2981
*Mail Address:* P.O. Box 2669, Augusta, Maine 04330

*Established:* 1969
*Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 03; *Umbrella:* 99; *Unit:* 345; *Citation:* 30 M.R.S.A., Sect. 4602

*Average Count—All Positions:* 0
*Legislative Count:* 0

**PURPOSE:** To advise the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

**ORGANIZATION:** The Advisory Board to the Maine State Housing Authority is comprised of 15 persons appointed by the Governor for a term of four years representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

**PROGRAM:** The Board has been meeting monthly and among other things has participated in the development of a State Housing Policy. The Board was also very active in the formulation of the Governor's Housing Opportunities for Maine (HOME) Program It is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming fiscal year.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# MAINE STATE HOUSING AUTHORITY

**SHARON MITCHELL LUNNER, DIRECTOR**

*Incoming WATS:* 1-800-452-4668
*Central Office:* 295 Water Street, Augusta
*Telephone:* 623-2981
*Mail Address:* P.O. Box 2669, Augusta, Maine 04330

*Established:* 1969
*Sunset Review Required by:* June 30, 1992

*Reference: Policy Area:* 03; *Umbrella:* 99; *Unit:* 346; *Citation:* 30 M.R.S.A., Sect. 4601A

*Average Count—All Positions:* 50
*Legislative Count:* 0

*Organizational Units:*
- Executive
- Operations
- Government and Public Affairs
- Legal
- Finance
- Board of Commissioners

**PURPOSE:** The Maine State Housing Authority was established to assist Maine residents in securing housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

**ORGANIZATION:** The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by Governor and confirmed by the Legislature. The 7th is the State Treasurer.

**PROGRAM:** As the Maine State Housing Authority entered FY 83, it continued its position as one of the state's largest financial institutions. By year-end 1982, the Authority had assets of $363,257,263, and fund balances of $31,221,055.

The Authority has been a participating agency in HUD's Section 8 program since its inception in late 1974, and in calendar year 1982 received from the Federal Government $20,891,003 in Section 8 rent supplement funds. The subsidies, received from HUD, may be applied to either newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards. The funds are restricted in the use to making up the difference between HUD-established fair market rents and 30% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the Section 8 program must come from private sources or housing finance agencies such as the Authority. As of the end of 1982 the Authority had 4,114 such units occupied, in 148 apartment complexes.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commission and staff plan to continue their efforts, making use of both existing programs and new programs as they become available to, "Promote a concerted effort to upgrade housing conditions and standards within this State."

**PUBLICATIONS:** Maine Housing Authority Annual Reports (1970-1982 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Purchase Bonds—1972 Series A, 1974 Series A, 1975 Series A, 1976 Series A, 1977 Series A, 1977 Series B, 1978 Series A.., 1979 Series A.., 1980 Series I.., 1980 Series A.., 1982 Series A).

"Maine Housing"; Newsletter

For price and availability, contact the Authority.

**FINANCES, FISCAL YEAR 1983:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, see The Maine State Housing Authority Annual Report which contains the Authority's audited statement based on the calendar year.

# MAINE HUMAN RIGHTS COMMISSION

**NORMAN L. FOURNIER, CHAIRPERSON**
**PATRICIA E. RYAN, Executive Director**

*Central Office:* Hallowell Annex *Telephone:* 289-2326
*Mail Address:* Statehouse Sta. #51, Augusta, Maine 04333
*Established:* 1971 *Sunset Termination Scheduled to Start by:* June 30, 1987
*Reference: Policy Area:* 03; *Umbrella:* 94; *Unit:* 348; *Citation:* 5 M.R.S.A., Sect. 4561
*Average Count—All Positions:* 10 *Legislative Count:* 4

**PURPOSE:** The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and relative to employment, discrimination on account of age; and relative to housing discrimination on account of source of income and children; and relative to the extension of credit, on account of age, race, color, sex, marital status, ancestry, religious creed or national origin.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, create advisory agencies or councils, require posting of notices and to issue publications and reports.

**ORGANIZATION:** The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor, for terms of five years. The Governor designates the chairperson of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

**PROGRAM:**

**Discrimination Complaints.** During fiscal year 82-83, 427 new complaints were filed with the Maine Human Rights Commission. In addition, 224 complaints were carried over from the previous fiscal year. During fiscal year 83 the Commission closed 391 cases, leaving a total of 260 cases active at year end.

Of the 391 cases closed by the Commission, 161 resulted in pre-determination settlements; 106 were administratively dismissed; and, 144 resulted in Commission determinations. Of these determinations, 23 were reasonable grounds findings and 101 were no reasonable grounds findings. Perhaps the most significant statistic was that in almost 41% of the cases closed by the Commission, they were closed as a result of pre-determination settlements. Coupled with this increased effort to resolve cases prior to a finding, complainants received over $282,800.00 in dollar benefits.

**Affirmative Action.** The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses, both public and private. The Commission reviewed numerous Affirmative Action plans during fiscal year 83 for employers in Maine.

**Litigation.** The Commission is represented by the Attorney General of the State of Maine for cases against private Respondents and the Commission's Counsel represents the Commission against public Respondents. Ten cases were referred to the Attorney General's office for litigation and 6 were filed in Superior Court on behalf of the Commission during fiscal year 82-83.

**Public Education and Information.** The Commission's Speakers Bureau continues to function in filling requests for speakers from citizens groups who wish to know more about discrimination law in order to voluntarily comply with the law or to exercise their rights under the law.

Commission staff has conducted training programs in the area of affirmative action and has conducted workshops and seminars, for various public and private agencies, businesses, and organizations. In addition, public service spots continue to be produced and distributed throughout the state. Handbooks and guides for employers and employees have been developed. The Commission undertook an extensive 2-year program to educate and inform the citizens of Maine as to their rights and responsibilities in the area of fair housing during Fiscal Year 82-83.

**Interagency Cooperation.** The Commission continues to work with such federal agencies as the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, and the Office of Federal Contracts & Compliance in order to assure that the human rights of all citizens receive fullest protection of the law, and further, to prevent the undue hardship on Respondents of duplicative investigation. In addition, the Commission has worked closely and cooperatively with the state's affirmative action officer, and affirmative action officers throughout state government, Commissioners of major departments of state government, as well as Associated Industries of Maine, the Maine Teachers Association, Maine Municipal Association, and the Maine Commission for Women.

**PUBLICATIONS:**

Procedural Regulations
Employment Regulations
Employment Poster
Pre-Employment Inquiry Brochure
Fact-Finding Conference Brochure
Housing Poster
Fair Housing Brochure
Child Discrimination Law & Registration Packet
Pregnancy Brochure
Affirmative Action—Who Needs It? Brochure

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE HUMAN RIGHTS COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 188,809 | 81,280 | | | 107,529 | |
| Health Benefits | 6,836 | 2,799 | | | 4,037 | |
| Retirement | 31,989 | 13,978 | | | 18,011 | |
| Other Fringe Benefits | 1,124 | 459 | | | 665 | |
| Other Contractual Service | 42,756 | 37,266 | 1,888 | | 3,602 | |
| Rents | 1,107 | | 1,107 | | | |
| Commodities | 3,966 | | 229 | | 488 | |
| Transfers to Other Funds | 10,413 | | 236 | | 10,177 | |
| **TOTAL EXPENDITURES** | 287,000 | 139,031 | 3,460 | | 144,509 | |

# DEPARTMENT OF HUMAN SERVICES

## MICHAEL R. PETIT, COMMISSIONER

*Central Office:* Human Services Bldg., Augusta *Telephone:* 289-273
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* 1975 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144; *Citation:* 22 M.R.S.A., Sect. 1

*Average Count-All Positions:* 1,831 *Legislative Count:* 619

*Organizational Units:*

- Bureau of Health
- Bureau of Rehabilitation
- Bureau of Income Maintenance
- Bureau of Social Services
- Bureau of Health Planning and Development
- Bureau of Maine's Elderly
- Office of Dental Health
- Maine Dental Health Council
- Maine Council on Alcohol & Drug Abuse Prevention and Treatment
- Bureau of Medical Services
- Division of Welfare Employment
- Public Affairs & Communication
- Legal Services

**PURPOSE:** To protect and preserve the health and welfare of Maine citizens through planning, authorization, administration, and audit of programs established by law and/or administrative fiat and assigned to the Department

This is accomplished by directing a wide-ranging system of programs in health care, maintenance and study, in protective services for children, in assistance programs for those economically indigent and through proper accountability of all programs.

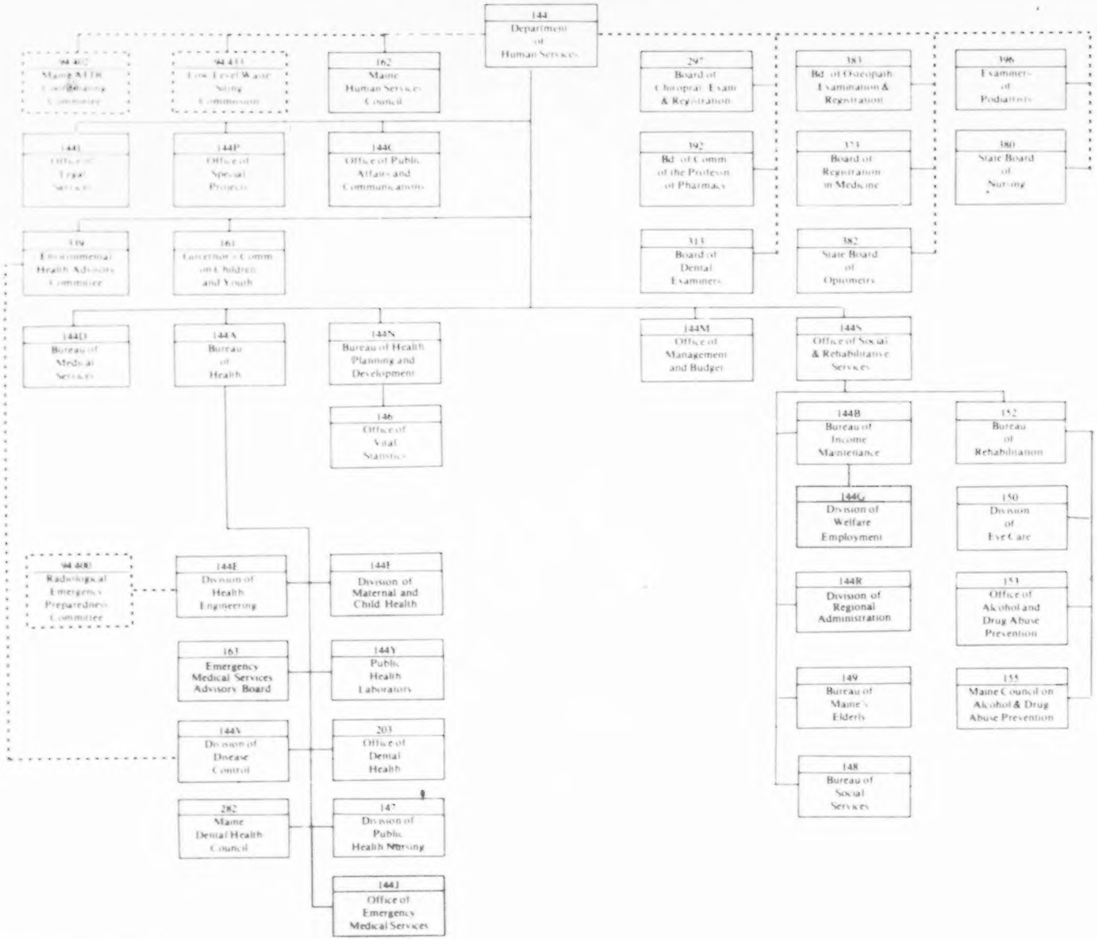
**ORGANIZATION:** The Department of Health and Welfare orginated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department orginated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of public charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commisssioners of the Department of Public Welfare.

In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Bureau of Administration was formed, which today includes among other organizational units the Division of Research and Vital Records, successor to the orginal Registrar of Vital Statistics dating back to 1891. In 1939, the Bureau of Institutional Service was separated from the Department to become the Department of Institutional Service, forerunner of the present Department of Mental Health and Corrections.

Since 1931 there have been gradual changes in the department's structure, including a name change to Department of Human Services in 1975. There are now three deputy commissioner level offices, eight bureaus as well as five regional offices, each having at least two field offices. In addition the Commissioner has assigned to his office a Legal Services division, an Office of Public Affairs and Communications and a Division of Welfare Employment.

One deputy is in charge of the Office of Health and Medical Services, a unit that administers the Emergency Medical Services program, the Office of Dental Health plus the Bureaus of Health, Medical Services and Health Planning & Development. Another deputy administers the Office of Social and Rehabilitation Services, a unit that has direct control over the Division of Regional Administration, the Bureau of Income Maintenance and administrative charge of the Bureaus of Maine's Elderly, Social Services and Rehabilitation.

# ORGANIZATIONAL CHART
# DEPARTMENT OF HUMAN SERVICES
# UMB 10


144
Department of Human Services
94-402
Maine
Coordinating Committee
94-411
Low Level Waste Siting Commission
162
Maine Human Services Council
144I
Office of Legal Services
144P
Office of Special Projects
144C
Office of Public Affairs and Communications
339
Environmental Health Advisory Committee
161
Governor's Comm on Children and Youth
144D
Bureau of Medical Services
144A
Bureau of Health
144N
Bureau of Health Planning and Development
146
Office of Vital Statistics
94-400
Radiological Emergency Preparedness Committee
144E
Division of Health Engineering
144F
Division of Maternal and Child Health
163
Emergency Medical Services Advisory Board
144Y
Public Health Laboratory
144V
Division of Disease Control
203
Office of Dental Health
282
Maine Dental Health Council
147
Division of Public Health Nursing
144J
Office of Emergency Medical Services
297
Board of Chiroprac Exam & Registration
392
Bd. of Comm of the Profession of Pharmacy
313
Board of Dental Examiners
383
Bd. of Osteopath Examination & Registration
373
Board of Registration in Medicine
382
State Board of Optometry
396
Examiners of Podiatrists
380
State Board of Nursing
144M
Office of Management and Budget
144S
Office of Social & Rehabilitative Services
144B
Bureau of Income Maintenance
144G
Division of Welfare Employment
144R
Division of Regional Administration
149
Bureau of Maine's Elderly
148
Bureau of Social Services
152
Bureau of Rehabilitation
150
Division of Eye Care
151
Office of Alcohol and Drug Abuse Prevention
155
Maine Council on Alcohol & Drug Abuse Prevention

Approved by the Bureau of the Budget

BEST AVAILABLE COPY

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF HUMAN SERVICES

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 33,173,916 | 11,535,924 | 1,181,996 | | 20,455,996 | |
| Health Benefits | 1,398,382 | 471,015 | 45,568 | | 881,799 | |
| Retirement | 5,227,818 | 1,764,166 | 181,038 | | 3,282,614 | |
| Other Fringe Benefits | 229,620 | 74,097 | 6,556 | | 148,967 | |
| Computer Services—Comm | 7,431 | 3,675 | | | 3,756 | |
| Computer Services—State | 1,902,008 | 493,361 | 117,369 | | 1,291,278 | |
| Other Contractual Service | 8,691,035 | 3,208,920 | 1,350,275 | | 4,131,840 | |
| Rents | 1,993,006 | 909,161 | 329,827 | | 754,018 | |
| Commodities | 568,668 | 218,790 | 72,542 | | 277,336 | |
| Grants—Subsidies—Pensions | 321,725,071 | 110,334,858 | 11,885,370 | | 199,494,843 | |
| Buildings and Improvement | 1,325 | 1,325 | | | | |
| Equipment | 306,153 | 101,979 | 74,007 | | 130,167 | |
| Transfers to Other Funds | 571,659 | | 64,713 | | 506,946 | |
| **TOTAL EXPENDITURES** | 375,796,092 | 129,127,271 | 15,309,261 | | 231,359,560 | |

A third deputy in charge of the Office of Management and Budget, is responsible for the Department's overall administration that serves as the logistical support teams of the entire department.

Title 22 M.R.S.A. §1 establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject to review by the Joint Standing Committee on Health and Institutional Services and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility to protect and preserve the health and welfare of Maine citizens through planning, authorization, administration and audit of programs established by law and/or administrative fiat and assigned to the Department by the Maine Legislature, the Governor and other various federal agencies with which the department has contracts for services.

*Office of Public Affairs and Communications:* The function of the Office of Public Affairs and Communications is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of department wide news letter as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental wide use.

*Office of Legal Affairs:* The primary function of the Office of Legal Affairs is to provide legal services to the Department and represent the department in all court proceedings. The attorneys assigned to the Department are under the supervision of the Office of the State's Attorney General. The functions of legal services also include writing legal opinions; representing the department in child custody and adult guardianship actions; representing the department in administrative hearings dealing with the enforcement of departmental licensing standards; representing the department in support actions; drafting departmental legislation and approving to form all contracts, leases and other documents.

*Office of Special Projects:* The Office of Special Projects has been phased out.

*The Division of Welfare Employment:* This new unit is developing work training for AFDC parents to enable them to compete in the job market.

*The Division of Regional Administration:* This unit is responsible for all maintenance and property management of the department's five regional headquarters, plus numerous sub offices in 16 other communities.

**PUBLICATIONS:** America's Children — Powerless and in Need of Powerful Friends. Children's Deaths in Maine.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DEPARTMENT OF HUMAN SERVICES (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Grants—Subsidies—Pensions | 2,945,750 | 2,945,750 | | | | |
| **TOTAL EXPENDITURES** | 2,945,750 | 2,945,750 | | | | |

# MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

**JOHN M. NORRIS II, CHAIRMAN**

*Central Office:* 32 Winthrop Street, Augusta *Telephone:* 289-2781
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* 1973 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 155; *Citation:* 22 M.R.S.A., Sect. 7107

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

**ORGANIZATION:** The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. There are 17 members selected from fields of education, health, law, law enforcement, manpower, medicine, science, social sciences and related areas.

Membership includes representatives of nongovernmental organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 6 members are persons recovered from alcoholism, chronic intoxication, drug abuse or drug dependence. At least 3 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

**PROGRAM:** The Council provided advice on an operating-under-the-influence of alcohol study and on the further implementation of the Client Oriented Treatment System. The Council also reviewed and made recommendations on the current OADAP grant-in-aid program.

**FINANCES, FISCAL YEAR 1983:** 22 MRSA, Sect. 7107 provides that expenditures of this unit, shall be borne by Office of Alcoholism and Drug Abuse Prevention and are, therefore, included in its financial display.

# OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

**MICHAEL D. FULTON, DIRECTOR**

*Central Office:* 32 Winthrop St., Augusta *Telephone:* 289-2781
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* 1973 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 153; *Citation:* 22 M.R.S.A., Sect. 7104

*Average Count—All Positions:* 23 *Legislative Count:* 28

**PURPOSE:** The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the agency of the State of Maine designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and is responsible for design, implementation and improvement of alcohol and drug abuse services in the State.

**ORGANIZATION:** The Office of Alcoholism and Drug Abuse Prevention was created by statute in 1973 to assume the responsibilities of the former Maine Commission on Drug Abuse, and the Department of Human Services Division of Alcoholism Services.

**PROGRAM:** The Office of Alcoholism and Drug Abuse Prevention successfully carries responsibility for the design, implementation and improvement of the alcohol and drug abuse service system. In fulfilling this responsibility, the Office develops more effective, more coordinated, and more efficient administration of resources and services available to alcohol and drug abusers. The creative management or coordination of the provider community, volunteer associations, and other government agencies accounts for the pre-eminent status of the alcohol and drug abuse field.

Resources available to the field come from federal block grants, general fund appropriations, and the premium levied on alcoholic beverages. These resources are made available to local communities through grants-in-aid administered by the Office. Citizen review of grants at the local and state level, coupled with government technical and policy review, assure the efficient and effective administration of resources.

The Office assures quality of alcohol and drug abuse services through its licensing and monitoring facilities. Licensing and monitoring on-site visits direct attention toward client health and safety, physical environment, staffing, case management, fiscal accountability, and program management, as well as assuring program performance and outcome. Linking licensing and monitoring with technical assistance and consultation allows the Office to assure the continuing improvement of alcohol and drug abuse services.

Training and education functions within the Office contribute to the efficient, effective, and qualitative use of resources. By providing for training and educational opportunities for alcohol and drug abuse clinicians, the Office increases the skill and effectiveness of direct service workers. By cooperating with other government and private agencies in providing training and educational opportunities to human service providers other than those directly involved with alcohol and drug abuse, the Office multiplies the effectiveness of its financial resources and expands the human resources available to address alcohol and drug abuse into other areas.

Public information and prevention are areas the Office is expanding. Through cooperative agreements with other agencies having a health promotion interest, the Office established a statewide information clearinghouse responsive to the needs of local citizens and organizations. Other prevention-related activities focus on empowering local citizens to solve their own problems through the use of grants and community organization techniques.

General intervention programs the Office supports are employee assistance programs and the Driver Education Evaluation Program. The Office staffs two state level associations concerned with employee assistance programs in an effort to coordinate and assure quality of programs designed by the multitude of agencies marketing such programs.

The Driver Education Evaluation Program (DEEP) is an important link in Maine's innovative approach to addressing drinking and driving. Included in the educational program given to individuals convicted of Operating Under the Influence, and conducted by the Office through DEEP, is an evaluation of each participant to determine if a drinking problem exists. Individuals found to have a drinking problem are referred to alcohol treatment programs.

**LICENSES, PERMITS, ETC.**

- License
  - Substance Abuse treatment facilities
- Certificate of Approval
  - Outpatient Substance Abuse treatment facilities

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 474,444 | 175,254 | 104,713 | | 194,477 | |
| Health Benefits | 16,690 | 5,966 | 4,261 | | 6,463 | |
| Retirement | 75,850 | 29,377 | 16,865 | | 29,608 | |
| Other Fringe Benefits | 2,947 | 1,129 | 648 | | 1,170 | |
| Computer Services—State | 38 | | | | 38 | |
| Other Contractual Service | 447,815 | 20,913 | 180,719 | | 246,183 | |
| Rents | 25,420 | 8,957 | 7,048 | | 9,415 | |
| Commodities | 21,326 | 905 | 18,625 | | 1,796 | |
| Grants—Subsidies—Pensions | 4,749,143 | 1,289,273 | 1,855,218 | | 1,604,652 | |
| Equipment | 4,518 | | 3,407 | | 1,111 | |
| Transfers to Other Funds | 2,490 | | 1,025 | | 1,465 | |
| **TOTAL EXPENDITURES** | 5,820,681 | 1,531,774 | 2,192,529 | | 2,096,378 | |

# CERTIFICATE OF NEED ADVISORY COMMITTEE

### GORDON A. BROWNE, CHAIRMAN
### JUDITH D. DICKENS (ALTERNATE CHMN.)

*Central Office:* 151 Capitol St., Augusta *Telephone:* 289-2716
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* January 1, 1983 *Sunset Review Required by:* Not Required

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 212; *Citation:* 22 M.R.S.A. §307(2-A)

*Average Count—All Positions:* 0 *Legislative Count:* 0

Included in Bureau of Health Planning and Development Totals.

**PROGRAM:** The Certificate of Need (CON) Advisory Committee was established by the cited statute for the purpose of participating with the Department of Human Services in the public hearing process available at the request of persons directly affected by the review of proposed new health services being conducted by the Bureau of Health Planning and Development.

The Committee evaluates written reports and oral testimony concerning proposals undergoing CON review, from Department staff, applicants and interested or affected persons, questioning participants in the process. Following a public hearing on the matter, the Committee discusses the information obtained, prepares and votes upon a recommendation to be forwarded to the Commission of Human Services, concerning whether or not the Commissioner should grant a Certificate of Need permitting implementation of the proposed new health service and/or capital expenditure.

**ORGANIZATION:** The Committee consists of ten members, nine of whom are appointed by the Governor as representatives of health care provider groups (four members) and public consumers of health care (five members). Ultimately, the nine appointees will serve four-year terms, except that for the first committee assembled, members representing specific groups will serve the following terms:

| *Provider Representatives* | | *Public Representatives* | |
|---|---|---|---|
| (1) Hospitals: | 4 yrs. | (2) Consumers: | 4 yrs. |
| (1) Nursing Homes: | 3 yrs. | (1) Consumers: | 3 yrs. |
| (1) Third-Party Payers: | 2 yrs. | (1) Consumers: | 2 yrs. |
| (1) Physicians: | 1 yr. | (1) Consumers: | 1 yr. |

The Commissioner of the Department of Human Services designates an ex officio, non-voting Chairman (tenth member).

**PROGRAM:**

**ACTIVITY**

The CON Advisory Committee members were appointed May 4, 1983, attended an orientation session on June 13, and conducted a public hearing concerning a proposal to establish a new home health agency on June 15, 1983. Representatives of existing home health agencies in the Portland area presented comments relevant to the proposed new agency to be located in the community. The Committee scheduled a session for July 21, at which time it intended to discuss the proposal and develop a recommendation. Subsequent meetings will be held as necessary.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

# BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

**JOHN D. REEDER, PRESIDENT**
**PAUL BASKO, D.C., Secretary**

*Central Office:* 51 Main St., Springvale *Telephone:* 324-6010
*Mail Address:* 51 Main Street, Springvale, Maine 04083
*Established:* 1923 *Sunset Termination Scheduled to Start by:* June 30, 1992
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 297; *Citation:* 32 M.R.S.A., Sect. 501
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

**ORGANIZATION:** The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

**PROGRAM:** During FY 82, 24 persons took the Board of Chiropractic Examination; 17 passed and were licensed. No licenses were awarded by reciprocity. Six applications were rejected for insufficient educational credits. Four Board meetings were held to transact the business of the Board. Two meetings were held prior to examinations for consideration of applications to take the Board exam; two were held in conjunction with the educational seminars to review license renewals and consider peer review to ensure quality continuing education and adherence to Maine law; two educational seminars sponsored by the Board were held on Oct. 28-29 in Westbrook, Maine, and April 21-22 in Rockport, Maine.

A delegate of the board attended seminars conducted by the Federation of Chiropractic Licensing Boards in San Diego, California in February, 1983 for purpose of improving our examining procedures.

**LICENSES, PERMITS, ETC.:**

License:

To practice chiropractic in Maine

**PUBLICATIONS:**

"Laws and Rules and Regulations Governing the Practice of Chiropractic"—No charge.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,720 | | 1,720 | | | |
| Other Contractual Service | 10,253 | | 10,253 | | | |
| Commodities | 189 | | 189 | | | |
| Transfers to Other Funds | 2,412 | | 2,412 | | | |
| **TOTAL EXPENDITURES** | 14,574 | | 14,574 | | | |

# MAINE DENTAL HEALTH COUNCIL

## CHARLES E. TERRIO, DMD, CHAIRPERSON

*Central Office:* Whitten Road, Augusta *Telephone:* 289-2361
*Mail Address:* Statehouse, Augusta, Maine 04333
*Established:* 1975 *Sunset Review Required by:* June 30, 1991
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 282; *Citation:* 22 M.R.S.A., Sect. 2096
*Average Count—All Positions:* 9 *Legislative Count:* 0

**PURPOSE:** The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The Council must be consulted by the commisioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting and assisting activities designed to meet the problems of dental health at the State and community levels. The Council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

**ORGANIZATION:** The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the Council; but can assist the Council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family of any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the Council and the director on matters relating to dental care standards. Furthermore, the director of the office of Dental Health or his representative must attend all meetings of the Council. The Council elects the chairperson and such other officers from its members as it deems appropriate.

**PROGRAM:** The Maine Dental Health Council met monthly during fiscal 1983. The Dental Health Program Plan, adopted by the State Health Coordinating Committee as part of the State Health Plan, serves to guide Council activity. Council members served to advise the Office of Dental Health in several major program areas: school dental health education, dental needs of long term care facility residents, community and school fluoridation, worksite dental health education, and dental manpower. Additionally, the Council served to review and determine funding for applicants to the Mini Grants Program administered by the Office. Mini Grants were awarded by the Council for the following projects: Aids to Predicting Community Fluoridation, Orono; Inservice Program, Orono; Sealant Project, Portland; and Nutrition Education Course, Orono.

Currently, the Council is actively involved in promoting the expansion of prevention and education efforts, particularly fluoridation, school dental health education, and school nutrition. During 1983, the Council undertook a study of institutional dental services in Maine. The Council annually recognizes outstanding efforts to promote dental health through the Maine Community Preventive Dentistry Award. The 1983 Award was presented to the Veterans Administration Center at Togus for a "Nursing Home Staff Dental Education Program".

**PUBLICATIONS:** Maine Dental Health Plan; Dental Needs Study Report

**FINANCES, FISCAL YEAR 1983:** 22 MRSA Sect 2098 provides that expenditures of this unit shall be borne by the Office of Dental Health, and are, therefore, included in the display of the Bureau of Health.

## BOARD OF DENTAL EXAMINERS

**WALTER HIGGINS, JR., D.M.D., PRESIDENT**
**MR. PHILIP K. HARGESHEIMER, VICE-PRESIDENT**
**WALTER W. CRITES, D.M.D., Secretary-Treasurer**

*Central Office:* Stony Ridge, Auburn *Telephone:* 782-8859
*Mail Address:* 100 Stony Ridge, Auburn, Maine 04210
*Established:* 1891 *Sunset Termination Scheduled to Start by:* June 30, 1992
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 313; *Citation:* 32 M.R.S.A., Sect. 1071
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to mainain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for a certificate to practice dentistry, dental hygiene, or denture technology in Maine; upon payment of specified fees to register dentists biannually, and dental hygienists and denture technologists annually who are practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with or violations of the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

**ORGANIZATION:** The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession, a consumer for a term of five years and a dental hygienist appointed by the Governor for a term of four years. Dentist members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, vice-president and a secretary-treasurer. To practice dentistry, it uses the results of the National Board exam and the Northeast Regional Board exam.

**PROGRAM:** The Board of Dental Examioners met at least monthly in Auburn with lengthy agendas. Agenda items included: interviews for licensure; preparation for Sunset Review; Consumer complaints, dentist complaints; advertising; discussions of complaints with recommendations to the Department of the Attorney General for prosecution in Administrative Court or investigation by that department; and informal hearings with dentists, consumers and their attorneys.

To this date (June 15, 1983) in this fiscal year, 39 dentists were newly licensed. A total of 881 currently registered. 51 Hygienists were newly licensed—a total of 728 currently registered. No denture technologists were licensed or registered.

There is presently one action against a dentist pending trial in the Administrative Court. A complaint submitted to the Board that the Board believes should be investigated or prosecuted is submitted to the Department of the Attorney General for its action.

Rules were promulgated relative to fees charged by the board, the complaint process, and advertising.

**LICENSES, PERMITS, ETC.:**

Certificate of Ability to practice:
- Dentists
- Dental Hygienists
- Denture Technologists

**PUBLICATIONS:**

Directory, 1983—Dentists & Dental Hygienists. Fee $5.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF DENTAL EXAMINERS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| EXPENDITURES | | | | | | |
| Salaries and Wages | 3,750 | | 3,750 | | | |
| Other Contractual Service | 29,567 | | 29,567 | | | |
| Rents | 1,020 | | 1,020 | | | |
| Commodities | 154 | | 154 | | | |
| Transfers to Other Funds | 4,164 | | 4,164 | | | |
| TOTAL EXPENDITURES | 38,655 | | 38,655 | | | |

# OFFICE OF DENTAL HEALTH

## DEBORAH A. DEATRICK, DIRECTOR

*Central Office:* Whitten Rd., Augusta *Telephone:* 289-2361 and 289-3121
*Mail Address:* Statehouse, Augusta, Maine 04333

*Established:* 1975 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 203; *Citation:* 22 M.R.S.A., Sect. 2094

*Average Count—All Positions:* 7 *Legislative Count:* 0

**PURPOSE:** The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the direction of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan biennially, in cooperation with other state-wide health planning organizations, when deemed appropriate; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

**ORGANIZATION:** A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation with the Council. The directer serves in the unclassified service; serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties.

**PROGRAM:** During fiscal 1983, the Office of Dental Health primarily conducted and administered dental disease prevention programs. The Dental Health Program Plan accepted by the State Health Coordinating Council as part of the State Health Plan in 1982, served to guide activities undertaken by the office.

The School Dental Health Education Program, administered by the Office was substantially expanded during 1983. A State legislative appropriation provided funds for dental health education materials to over 54,000 Maine children in 240 schools across the State. Additional funds for this program are provided by the Division of Child Health, Maine Department of Human Services. The Mini Grants Program was established to provide seed money to small innovative prevention and education projects related to dental health. Mini Grants were awarded to applicants in Orono and Portland.

The Office continued to administer a Statewide community and rural school Fluoridation Program funded by the Preventive Health Services Block Grant. The purpose of the grant is to increase the number of people in Maine who receive optimally fluoridated drinking water.

Additionally, the Office assisted with activities undertaken by the State Nutrition Education and Training Program in the Department of Educational and Cultural Services.

Currently, the Office is working to expand School Dental Health Education, Preschool Dental Health Education, and Fluoridation Programs. Adult dental education projects particularly geared to residents of long term care facilities, health care providers, and adults in occupational settings, have been undertaken in the past year. Other areas of involvement include health manpower and increased access to dental services, especially for elderly and institutionalized populations.

The Maine Dental Health Council has assisted Office efforts over the past year.

**PUBLICATIONS:**

A variety of publications are available at no charge from the Office; write the Office of Dental Health, Maine Department of Human Services, Mail Station 11, Augusta, Maine 04333.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

## DIVISION OF DISEASE CONTROL

**KNUT RA, M.D., MPH, DIRECTOR**
**GREG BOGDAN, DR. P.H., Assistant Director**

*Central Office:* 157 Capitol St., Augusta *Telephone:* 289-3591
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333
*Established:* 1972 *Sunset Review Required by:* June 30, 1991
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144V; *Citation:* 22 M.R.S.A., Sect. 1019

**PURPOSE:** The Division of Disease Control exists to prevent illnesses which can be controlled through vaccination, quarantine, proper hygiene, early treatment or other means in order to protect the public health. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, more attention is being given to control or melioration of chronic diseases (such as diabetes) and prevention of illnesses which are attributable to environmental or occupational hazards.

**ORGANIZATION:** The Immunization Program, Sexually Transmitted Diseases Program, Refugee Program, Tuberculosis Program, Environmental/Occupational Health Unit, The Diabetes Control Project and Epidemiology Services all lie within this Division.

**PROGRAM:**

**Epidemiology Service.** The service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form, and with the investigation of possible links between chronic diseases and environmental contaminants. The Service staff works with other programs within the Division of Disease Control, as well as with city Health Departments and local Health Officers.

FY 83 saw an increase in activities related to the prevention of outbreaks of infectious and chronic diseases and to the initiation of studies of potential health effects from environmental contamination. Epidemiologic investigations recently completed included analysis of a fluoride overfeed in a rural elementary school; and evaluation of complaints among Maine university graduate students that residence in a particular housing complex posed an increased risk of miscarriage. The Division of Disease Control is currently conducting descriptive epidemiological studies of the potential environmental health impact of Spruce Budworm spraying on the population of the State of Maine and is investigating the overall community health status among residents living near an industrial waste disposal facility in Maine. Additionally, a large health data collection effort is being undertaken with the establishment of a Statewide population-based cancer incidence registry. Collection of cancer patient data will begin during 1983. Information in this data base will be used for investigating the incidence of cancer and will help with understanding the distribution of cancer among the State's population.

**Immunization Program.** Seven acute communicable diseases of childhood were addressed by the Program in FY 1983: diphtheria, measles, mumps, poliomyelitis, pertussis or whooping cough, rubella, and tetanus or lockjaw.

In FY 83, the program staff was instrumental in promoting the delivery of immunization services by public and private community health agencies, private physicians, and in the school setting. They distributed vaccine free of charge; supplied pertinent information to participating agencies state-wide; offered consultative and logistical support in the area of immunizable disease control; and provided to the medical sector timely literature dealing with immunizable diseases.

Three major types of services were rendered by the program in FY 83: epidemiology services (case reporting, case investigation, health surveys); recruitment services (activities designed to increase the number of children immunized); and immunization services.

The population served by the program in FY 83 was approximately 165,000.

**During FY 84, the program staff expects to accomplish the following: 1) assure that 100 percent of all Maine schools respond to the school enterers survey; and that 100 percent of day care facilities respond to a survey of day care enrollees; 2) maintain a multi-faceted disease surveillance system capable of identifying and reporting the occurrence of immunizable diseases within 3 days of the identification of a suspected case; respond within 24 hours, to suspected polio, diphtheria and measles cases, and initiate containment procedures; 3) maintain an information/educational approach designed to educate the general public regarding the need for immunization and to inform the medical professionals regarding recommended immunization practices; 4) assure that community-based volunteers are available to increase community participation and interest in immunization; 5) to maintain an adverse reaction surveillance program to monitor and investigate untoward reactions following receipt of vaccine.**

**Tuberculosis Control Program.** Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Active pulmonary tuberculosis generally develops from an already-infected minority of the population which constitutes the "reservoir" of tuberculosis infection.

Program services are provided by nurses in the Division of Public Health Nursing, school nurses, local health departments, and town nursing services. Medical management is provided by private physicians and by the eight physicians on the Board of Tuberculosis Consultants under contract with the Department of Human Services.

All of the following program services are available at no cost to Maine citizens in need of such services: hospital services; clinic services; drugs for the prevention and treatment of tuberculosis; laboratory services; public health nursing services; and professional literature. The program maintains a case register listing of all tuberculosis patients, contacts, and persons on preventive therapy.

In FY 82, the program served 3,300 persons, including active tuberculosis cases, suspects, contacts of cases and suspects, tuberculin reactors and school personnel.

In FY 83, the program staff expected to accomplish the following objectives: (1) to raise to 95 percent the proportion of active tuberculosis patients at home on current drug therapy; (2) raise to 90 percent the proportion of active tuberculosis patients at home with recent medical and/or X-ray examinations; (3) raise to 70 percent the proportion of active tuberculosis patients at home receiving bacteriologic examination within the last three months; (4) raise to 75 percent the proportion of inactive tuberculosis patients receiving X-ray and/or medical examinations within the preceding twelve months; (5) have 90 percent of all contacts examined by tuberculin test within one month after report of the source case to the appropriate regional office; (6) ensure that 95 percent of all tuberculosis contacts, who were initially examined by tuberculin test, are completely evaluated within 90 days of the identification of the index case and receive care appropriate to their evaluation that is consistent with the Program's recommendations; (7) ensure that 90 percent of all suspects receive medical services leading to a final disposition within three months. These seven objectives are basic to a sound tuberculosis control program and will be pursued until such time as Maine's incidence rate declines to an irreducible minimum.

In addition, the program's objectives in FY 83 included: (8) working toward the reduction of the number of tuberculosis clinics as the incidence of the disease decreases; (9) informing and educating the Maine public and private health care sectors as to appropriate medical management through workshops, staff meetings and the Bureau of Health Epigram; (10) conduct close surveillance of Indo-Chinese refugees because of the high incidence of tuberculosis in this population group; (11) evaluating the school tuberculin reactor rates based on FY 83 school testing reports; (12) continuing to provide funding to the State Laboratory to provide testing for tuberculosis without charge to patients or providers.

**Refugee Health Assessment Project.** The Refugee Program concerns all aspects of the resettlement of all refugees in Maine. The Bureau of Health has been primarily concerned with the evaluation of the health status of refugees. The Bureau of Health is notified of arriving refugees by Immigration Services. The Division of Public Health Nursing and other nursing agencies contact the refugees, provide a health assessment including tuberculosis screening and assist them in obtaining medical care and refer them to other resources as necessary. There are approximately 1,226 refugees residing in Maine of which 650 are Vietnamese, 400 Cambodians, 100 are Laotians, 44 are Polish, and 32 are Afghans.

In Federal Fiscal Year 1983, Maine received a grant for $9,000. This money is used to reimburse nursing agencies in York and Cumberland Counties for health assessment visits.

In Federal Fiscal Year 1982, the program served 302 refugees.

In Federal Fiscal Year 1983, the program staff expected to accomplish the following objectives: (1) renew the contractual agreements with four private agencies and the Division of Public Health Nursing for home nursing visits in the areas where large concentrations of refugees were expected to settle. (2) to continue to provide health assessment and referral services for all refugees (3) to continue to identify and document the extent of unmet or poorly met health needs of refugees. (4) to increase communications with medical providers regarding refugee health status.

The two major goals of the program are:

1. To prevent and control health problems of public health significance among refugees.
2. To improve the general health status of the refugee population through health assessment and referral, emphasizing those health problems which may prevent economic self-sufficiency.

Budget-Federal FY 1983—Fed. $9,000—State $4,214 = Total $13,214

**STD (Sexually Transmitted Disease) Control Program.** Increasing numbers of sexually transmitted diseases (venereal diseases) are being diagnosed, treated, and reported in Maine. Gonorrhea is epidemic while others, such as infectious syphilis, late syphilis, nongonococcal urethritis, trichomonas, and genital herpes are cause of concern due to their ever-increasing numbers in Maine. The STD Control Program relies upon private physicians, hospitals, family planning clinics, community health agencies, and local health departments to deliver diagnostic, treatment, and screening services throughout the State.

The program staff works closely with private physicians and other health care providers who demonstrate interest and request assistance in establishing venereal disease screening and treatment clinics. The program staff offers complete epidemiologic and administrative assistance to these clinics, including clinic management, in-service medical education, patient counseling and interviewing, contact follow-up and examination, and overall venereal disease case management. There are currently seven STD clinics in Maine.

Identification of early disease and risk factors through venereal disease screening is one of the major services rendered by the program. Blood tests for syphilis are performed on men and women by private physicians, hospitals, and other providers throughout the state. In FY 82 approximately 36,200 women were screened for gonorrhea by private physicians, VD clinics, hospitals, family planning clinics, and other providers. 506 new cases were identified during the period. The target age group in the female gonorrhea screening program is 15-35.

During FY 82, the Program staff expected to accomplish the following objectives: (1) conduct epidemiologic follow-up and evaluation of all cases of early syphilis reported to the Bureau of Health to prevent and reduce the spread of infectious syphilis; (2) conduct surveillance over public and private laboratories to assure that all people with reactive tests for syphilis are evaluated and followed until final dispositions are determined; (3) provide darkfield examination referral services to all physicians in order to authenticate and expedite the diagnosis of early syphilis cases; (4) conduct a gonorrhea screening program for women throughout the state to detect asymptomatic infection; (5) conduct epidemiological follow-up on 100 percent of patients with gonorrhea (male and female) reported from the STD clinics located in Portland, Bangor, and Auburn, and 75 percent of infected patients reported by the private medical community in the same areas; (6) conduct a comprehensive program of reculturing infected patients (test of cure) at specific health care provider locations throughout the state in order to confirm treatment success; (7) conduct a state-wide monitoring system in all major hospitals to guarantee the initiation and compeletion of epidemiologic follow-up of all female patients diagnosed and reported with acute gonococcal salpingitis (pelvic inflammatory disease); (8) assist all schools systems, mass media, and civic organizations requesting assistance in the preparation and presentation of information and education programs on the subject of venereal disease in order to raise levels of knowledge about the current epidemic; (9) conduct professional in-service training programs related to venereal disease diagnostic, treatment, and epidemiologic information in order to update and upgrade the current level of medical and epidemiological knowledge among medical professionals.

The five-year goal of the STD Control Program is to reduce the spread of venereal disease in Maine.

**Diabetes Control Project.** Diabetes mellitus is a complex disease characterized by abnormalities in the regulation of blood glucose and abnormalities in insulin production. Common complications of the disease are various disorders of the vascular and nervous systems (e.g. atherosclerosis, severely impaired vision, amputation of lower extremities). Diabetes is the eighth leading cause of death in Maine. Diabetes is a contributing factor or secondary cause in many other deaths.

In FY 83, the Diabetes Control Project signed a cooperative agreement with the U.S. Public Health Service Centers for Disease Control. The Bureau of Health and Medical Care Development implemented the Project. An advisory committee representing various consumers and providers from the Maine health care community assisted the Project staff in program planning and development.

During the first project year, extant morbidity and mortality data were analyzed to identify and document the extent of the diabetes problem in Maine. Then the staff developed guidelines for outpatient diabetes education and follow-up. Afterwards, technical assistance to improve existing inpatient education was provided to hospital personnel throughout Maine.

Continuing education programs for physicians, nurses, dietitians, and other health personnel which promote the prevention, recognition and management of diabetes were developed. A system was developed to retrieve data on all health status indicators in the hospital service areas in Maine. Hospital discharge data and death certificate data were linked.

A key element in the Diabetes Control Project was the obtaining of third party payment for outpatient education which provided hospitals the financing needed to conduct these educational programs. Studies did indicate that diabetics were often kept in the hospital for extra days to be taught the skills necessary to control their diabetes. These same studies further indicated these hospitalized patients did not learn the necessary survival skills to care for themselves in an inpatient setting.

Preliminary follow-up studies have indicated that the outpatient education programs have reduced hospital days and led to weight loss. Some patients who have gone through the program have gone off insulin and oral drugs. Evaluations are now being conducted to determine more closely the effectiveness of the Project.

The Diabetes Control Project's objectives for FY 83 were to develop the core capacity in the Bureau of Health for the coordinating, planning, evaluation, management, and surveillance of diabetes control activities, to continue to develop and refine model ambulatory diabetes educational and follow-up programs; to link inpatient education with out-patient education in an additional five hospitals having model ADEF programs; to continue to assist the Maine Diabetes Association affiliate in developing eight additional diabetic support groups associated with the model sites; to determine the validity of self-reported hospitalization data, the Diabetes Control Project is undertaking a reliability study using Blue Cross/Blue Shield claims data; an evaluation report for third party payers will be completed; and additional efforts at professional education will be implemented.

**PUBLICATIONS:**

Epigram — (free) monthly summary of communicable disease problems and epidemiological activities.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $834,500.00 in FY 83 and are, by administrative decision, included with those of the Bureau of Health.

## BUREAU OF MAINE'S ELDERLY

### PATRICIA A. RILEY, DIRECTOR

*Central Office:* Augusta Plaza, Augusta *Telephone:* 289-2561
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333
*Established:* 1974 *Sunset Review Required by:* June 30, 1991
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 149; *Citation:* 22 M.R.S.A., Sect. 5105
*Average Count—All Positions:* 20 *Legislative Count:* 11

**PURPOSE:** This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity, to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people.

The Bureau of Maine's Elderly, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau also encourages and assists development of more coordinated use of existing and new resources and services relating to older people and develops and maintains an up-to-date information system, develops objective devices and research methodologies, and prepares, publishes and disseminates educational materials related to older people. Furthermore the Bureau maintains an inventory of the types and quantity of facilities, programs and services operated under public or private auspices for older people and conducts a continuous evaluation of the impact, quality and value of such facilities, programs and services. The Bureau assists the Legislative and Executive Branches of State Government in coordination of all government efforts relating to older people and prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973, the United States Older Americans Act of 1965, and the Home Based Care Act as related to older people. Furthermore the Bureau has responsibility to plan and advocate for necessary or desirable programs for older individuals or groups of individuals; help communities mobilize their resources to benefit older people; seek and receive funds from the Federal Government and private sources to further its activities, and enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers policies, priorities, procedures, rules and regulations, and implements as an integral part of programs, an educational program and fosters, develops, organizes, conducts (or provide for the conduct of) training programs for persons in the field of serving older people; and convenes and conducts conferences concerned with the development and cooperation of programs for older people, including co-sponsorship with the Maine Committee on Aging of the Blaine House Conference on Aging.

**ORGANIZATION:** The Bureau of Maine's Elderly originated in 1966 as the Services for Aging office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973 the office was established by statute as a separate and distinct organizational unit of the Department, under the name of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. The Bureau operates from a central office in Augusta and designated five area agencies on aging across the state.

**PROGRAM:** The Bureau's program is mainly focused on assisting persons age 60 and over to maintain independent and productive lives. Through 5 local private non-profit area agencies on aging, the Bureau funds, monitors and evaluates a range of social services. The Bureau administers in FY 84 a budget totalling nearly $8 million dollars of state and federal funds, most of which are granted to Area Agencies on Aging (AAA) on a percentage formula based on the number of people aged 60 and over in each area. The AAA, each run by an elected Board of Directors who are themselves older citizens, determines within the range of federal and state regulations, which services to provide in their local area.

During FY 83 the Bureau through the AAA supported a wide range of comprehensive social services, coordinated with other agencies including transportation, health and outreach, home health care, legal services, health screening, homemakers and home repair services. In addition approximately 1 million hot meals per year were served in 81 nutrition sites and through home delivered programs across the State. The Bureau employed 70 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in eleven sites around the state. 76 older workers served local agencies through the Senior Community Service Employment Program.

In FY 83 the Bureau worked with area agencies on aging to refine the case management system which helped nearly 1,000 elderly remain at home. The Home Based Care Program was a key development in FY 83, allowing the aging network to develop home care services at about half the cost of nursing home care. Also seven congregate housing programs were developed which now keep 93 frail elderly out of institutions.

The Bureau also received $152,000 from the Federal government to develop home equity conversion plans for the elderly in cooperation with Maine State Housing Authority, Maine Savings Bank and the University of Maine Law School.

Through a sub-contract to the Maine Committee on Aging, the Nursing Home Ombudsman Program investigated approximately 200 complaints on behalf of nursing home residents and advocated for extensive policy reform in long term care.

The Bureau of Maine's Elderly and Maine Committee on Aging co-sponsored the Blaine House Conference on Aging which identified issues of concern to Maine's older people which were successfully addressed by the 111th Legislature.

**PUBLICATIONS:**

Resource Guide
Information for Maine's Older Citizens—free. Available at Bureau of Maine's Elderly.
A Report on Home Based Care

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF MAINE'S ELDERLY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 404,905 | 123,611 | | | 281,294 | |
| Health Benefits | 13,812 | 4,677 | | | 9,135 | |
| Retirement | 59,580 | 14,268 | | | 45,312 | |
| Other Fringe Benefits | 1,906 | 574 | | | 1,332 | |
| Other Contractual Service | 81,820 | 20,468 | 973 | | 60,379 | |
| Rents | 20,430 | 2,164 | | | 18,266 | |
| Commodities | 1,604 | 29 | | | 1,575 | |
| Grants—Subsidies—Pensions | 5,163,112 | 721,734 | 53,821 | | 4,387,557 | |
| Equipment | 896 | | | | 896 | |
| Transfers to Other Funds | 3,782 | | 77 | | 3,705 | |
| **TOTAL EXPENDITURES** | 5,751,847 | 887,525 | 54,871 | | 4,809,451 | |

# OFFICE OF EMERGENCY MEDICAL SERVICES

**ROBERT F. TREDWELL, DIRECTOR**
**MARSHALL CHAMBERLIN, M.D., MEDICAL DIRECTOR**

*Central Office:* 295 Water St., Room 31, Augusta *Telephone:* 289-3953
*Mail Address:* 295 Water Street, Room 31, Augusta, Maine 04330

*Established:* 1982

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144J; *Citation:* 32 M.R.S.A., Sect. 84

*Average Count—All Positions:* 6 *Legislative Count:* 0

**PURPOSE:** Almost all medical emergencies are produced by 8 diseases: heart conditions, trauma, poisoning, spinal and head injuries, high risk births, burns and behavioral emergencies, and a very few medical conditions. The Office of Emergency Medical Services has as its purpose to insure that medical emergencies are promptly recognized, effectively treated in the field, and safely transported to competent definitive care in the hospital.

**ORGANIZATION:** OEMS provides coordination and partial funding to 6 regional councils which, in turn, provide training and support services to the ambulance services, dispatch and coordination systems, and hospitals. OEMS is advised by a 13 person Board established by Chapter 2B of 32 MRSA to oversee the licensing of ambulance services, vehicles, and personnel.

**PROGRAM:** OEMS improves the emergency care system through its support of six regional councils. The Office also serves several direct functions:

Educational: During 1983, the training coordinator played a major role in drawing together a committee of the State's paramedics to work out a uniform standard of recertification. With support from the University of Maine at Farmington, he also conducted a project to integrate rural health centers into the emergency care system.

Licensing: OEMS licenses 206 ambulance and rescue services and 2,716 people. On June 1, 1983, there were 774 currently licensed Ambulance Attendants, and 1,923 Emergency Medical Technicians licensed to give basic care. Of the EMTs, 456 held advanced licenses; 35 of these were licensed at the Paramedic level.

During 1983, two important changes were made in the licensing regulations. The first required the licensing of first responder services -- organized groups which provide care for patients, but which do not transport them. 18 such services were licensed on June 1, 1983. The second change in the regulations made during the year allowed EMT-Cardiac Technicians to perform endotracheal intubation, when that skill is backed by regional medical protocols.

Research and Evaluation: By means of a contract with the Maine Health Information Center, OEMS maintains records on over 90% of the patients transported and cared for by Maine ambulance and rescue services. The data base contains about 72,000 records added in the past year. It was used during the year for a major study conducted by the University of Wisconsin. The study investigated the relation between patient survival and the level of licensing of the technicians; also, it sought to find out what techniques employed in the field were most responsible for improved patient outcome.

Physician Education and Program Development: The EMS medical director organized regular meetings of the regional medical directors. From this group came a number of suggestions for improvement of the EMS regulations.

Enforcement: During the year the Attorney General brought two cases under the EMS Act and its regulations. In one case, the Administrative Court ordered an ambulance service and its owner to surrender their licenses. These were the first two actions brought by the Office seeking to have the courts enforce the EMS Act.

**LICENSES, PERMITS, ETC.:**

Ambulance service and vehicle licenses.

Ambulance Apprentice, Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for Mast/EOA, Intravenous, Cardiac and Paramedic licensure.

**PUBLICATIONS:**

Annual Report, free
Directory of Ambulance Services, free
Laws and Regulations effecting EMS, free
Newsletter, free
Incidental Reports on Studies of Emergency Care, free

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| OFFICE OF EMERGENCY MEDICAL SERVICES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 49,675 | | | | 49,675 | |
| Health Benefits | 1,466 | | | | 1,466 | |
| Retirement | 8,404 | | | | 8,404 | |
| Other Fringe Benefits | 216 | | | | 216 | |
| Other Contractual Service | 54,440 | | | | 54,440 | |
| Rents | 6,818 | | | | 6,818 | |
| Commodities | 1,036 | | | | 1,036 | |
| Grants—Subsidies—Pensions | 164,849 | | | | 164,849 | |
| Transfers to Other Funds | 1,934 | | | | 1,934 | |
| **TOTAL EXPENDITURES** | 288,838 | | | | 288,838 | |

## EMERGENCY MEDICAL SERVICES ADVISORY BOARD

### JOHN PARTRIDGE, CHAIRPERSON

*Central Office:* 295 Water St., Augusta *Telephone:* 353-8428
*Mail Address:* 295 Water Street, Augusta, Maine 04330
*Established:* July 13, 1982 *Sunset Termination Scheduled to Start by:* June 30, 1991
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 163; *Citation:* 32 M.R.S.A., Sect. 88

**PURPOSE:** The EMSAB advises the Department of Human Services on the conduct of the program to supply medical care to people who suffer sudden medical emergencies on account of disease or accident. The Board considers changes in the regulations which govern ambulance and rescue services, ambulance vehicles, and the personnel who man them. It reviews the work plans of the Office of Emergency Medical Services and assists the Office in working with six regional councils which promote better field and hospital care.

**ORGANIZATION:** The Board has 13 members. Six represent regions of the State. The others represent for-profit ambulance services, not-for-profit ambulances, first response services, physicians, nurses, the public, and an attorney. The Board meets at least quarterly by law: its practice is to meet monthly, on the first Wednesday of the month at 9 a.m. in Augusta. The Board elects its Chairperson.

**PROGRAM:** This has been an interesting year for the Emergency Medical Services Advisory Board. In June and July of 1982, the Board was presented the proposed EMS goals by Robert Tredwell of the EMS office. EMSAB made guidelines establishing meeting times and quorum, and determined that three consecutive unexcused absences was considered a board member resignation. Another accomplishment was the appointment of additional members to the Board.

Rules were also drawn for conducting public hearings; and there was an agreement that the Board prefers not to act on proposals for new service licensure until the application is reviewed by the Regional Council in that area. The EMSAB recognized the regulation to act within 30 days — that requirement was later extended to 45 days.

A study was done by the EMS office showing the greatest concentration of EMT's to be in the 20-45 age group and concern was expressed about turnover and reasons for it.

Several new ambulance and first responder services were licensed throughout the state. One such service was in an area deemed inappropriate (in a letter from Mr. Tredwell to the applicant) due to the sparsely populated area already being served by two other services. The Regional Council asked for deferment of licensure on the basis of need; and once again the hands of the EMS office and the Advisory Board were tied due to the restrictive guidelines regarding licensure of new services, and lack of any certificate of need law. The license of this ambulance service was approved.

On March 30th a decision of Fair Hearing regarding a proposed ambulance service was in agreement with the Board based on character, readiness of equipment and other evidence presented. This was the second case of the Boards recommendation being against licensure, the denial was upheld.

The Board reviewed the draft call for 1984 regional work plans memorandum prepared by Mr. Tredwell and agreed it should be forwarded to Regional Councils.

The June 1983 meeting showed the interest of Board members, EMS staff members, and the ambulance community in the direction of EMS in Maine. There was considerable discussion concerning proposed licensure levels. Dr. Chamberlin reported on meetings with Regional Medical Directors regarding these levels. In the coming year, it will be a challenge for the Advisory Board to arrive at a consensus on licensure levels and to be prepared to take them to the public hearings later in the year.

I would like to thank my fellow Board members for their participation throughout the year and again to welcome new members of the Board whose arrival has been eagerly anticipated. My thanks also to the EMS office and in particular to Cheryl Kelly and Bob Tredwell for their assistance throughout the year.

**LICENSES, PERMITS, ETC.:**

This Board advises the Office of Emergency Medical Services, DHS, on licensing ambulance and first responder services. It also advises the Office on regulations concenring licensing of ambulances services and vehicles, EMS personnel, and first responder services.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

# ENVIRONMENTAL HEALTH ADVISORY COMMITTEE

**MICHAEL PETIT, COMMISSIONER**

**DR. WILLIAM NERSESIAN, Deputy Chief Executive**

*Central Office:* 157 Capitol St., Augusta *Telephone:* 289-3201
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* July 1, 1981

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 339; *Citation:* 22 M.R.S.A., Sect. 1693

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PROGRAM:** The establishment of an Environmental Health Unit within the Department of Human Services, Bureau of Health, Division of Disease Control, by the 1981 State Legislature created a resource group for conducting evaluations of the risk associated with potentially hazardous environmental exposures. Section 1963 of the Environmental Health Program Legislation provides that the Commissioner of the Department of Human Services appoint representatives of the public and private sector to serve as an advisory committee for the program. The committee's purpose is to make recommendations to the commissioner concerning the steps that should be taken for a healthful environment. It is composed of individuals with training and experience in environmental medicine, epidemiology, toxicology, human genetics, biomedical research, and related fields. Over the past year, the committee has considered questions involving a hazardous waste disposal facility located in Hope, Maine, the formation of a Statewide Cancer Incidence Registry, the BIW Portland expansion, the location of hazardous waste disposal sites in Thomaston and Hope, the presence of radon in drinking water, potential health effects of spruce budworm spraying, and statewide planning for major disasters.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

## DIVISION OF EYE CARE

### PAUL E. ROURKE, DIRECTOR

*Central Office:* 32 Winthrop Street, Augusta *Telephone:* 289-3484
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333
*Established:* 1941 *Sunset Review Required by:* June 30, 1991
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 150; *Citation:* 22 M.R.S.A., Sect. 3500
*Average Count—All Positions:* 28 *Legislative Count:* 31

**PURPOSE:** The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of special education services to blind and visually impaired children from birth to age 21; as well as vocational guidance and training of the blind, including instruction of the adult blind in their home. Other programs include the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; the provision of assistance to the blind in marketing the products of home industries; and the provision of other social services to the blind.

**ORGANIZATION:** The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. Later designated the Division of Eye Care and Special Services. The Division received its present name and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1971 and 1972 respectively, functions involving Library Services to the Blind and Physically Handicapped and Medical Eye Care and Refractive Services, were transferred to the Maine State Library and the Bureau of Medical Care. In 1973, legislation established the Division as a statutory unit of the Department of Health and Welfare, but for administrative purposes, it remains within the Bureau of Rehabilitation. In 1983 legislation designated the Division as the agency responsible for the provision of special education services to blind and visually impaired children from birth to age 21.

**PROGRAM:** The program has five major areas of focus.

**Education.** During Fiscal Year, 1983 the Division of Eye Care provided education services to over 400 blind and visually handicapped children in Maine. All but 23 of these children were served in the public schools.

The Division continued to strengthen its Pre-School Program, (ages 0-5) by hiring a pre-school counselor to exclusively serve this particular group. Without the specialized pre-school services provided blind children prior to their becoming of school age, it would not be possible for them to function in a public school setting.

During this reporting period Legislation was passed designating the Division of Eye Care as the Agency responsible for the provision of special education services to blind and visually impaired individuals from birth to age 21.

**Vocational Rehabilitation.** The Division of Eye Care, under its Vocational Rehabilitation Program, provided services to over 700 blind and visually handicapped persons; and of this number, over 100 were closed as rehabilitated into gainful employment.

**Vending Stand Program for the Blind.** The number of Vending Stands operated by blind persons in local, State and Federal buildings in Maine decreased from 12 to 11. Plans, however, are presently underway to open a new stand in July, 1982; thus, again, raising the total to 12. Maine's Vending Stand Program, relative to average earned income of its operators, remains in the top 25% of the country.

**Register of Blindness.** Maine law necessitates the Division of Eye Care to register blind persons for the purpose of evaluating their need for service. There are presently over 3,000 severely visually impaired persons on the Register. Approximately 250 new names are added yearly and are referred to professional staff for evaluation for needed services.

**Prevention of Blindness.** The Division of Eye Care continued its Prevention of Blindness Program largely with the aid and support of Maine Sight Conservation, Inc. (a statewide affiliate of Lions' Sight Conservation Program), and five statewide regional Task Forces involving volunteers, physicians, optometrists, educators, health professionals, the university system and industry. During this past year its emphasis was continued on the reduction of eye injuries in sports and in Maine industry. The goal of the Prevention of Blindness Program is to cut down on the incidence of blindness or visual impairment through public education and the coordination of existing resources.

Future plans call for a continued coordinating effort with the Maine Center for the Blind (Maine's only private agency for the blind) for the purpose of using present existing resources to maintain at least an acceptable minimal level of services to Maine's blind citizens in a period of austerity.

During the past year, the Maine Center for the Blind was again awarded an Independent Living Grant to work with blind homebound people in Aroostook County.

The Division will not only continue, but increase its efforts in working with the private sector, e.g., Maine Sight (Lions), citizen task forces, use of volunteers in order to strengthen the various existing service programs.

One of the major goals of the Division this coming year is to work cooperatively with the Department of Education and Cultural Services as well as with the local school districts in carrying out the new legislation which designated the Division of Eye Care as the Agency responsible for the provision of special education services to the blind and visually impaired children of Maine.

**LICENSES, PERMITS, ETC.:**

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

**PUBLICATIONS:** (Free)

1. Maine and Federal Laws Pertaining to the Blind
2. Special Services for the Blind and Visually Handicapped (Division of Eye Care)
3. Independent Living for the Blind and Visually Impaired
4. Helpful Suggestions to Families and Friends of the Blind
5. Orientation and Mobility Services for the Blind
6. Directory of Services to the Blind and Visually Impaired

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DIVISION OF EYE CARE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 555,090 | 229,319 | | | 325,771 | |
| Health Benefits | 22,225 | 8,556 | | | 13,669 | |
| Retirement | 88,552 | 35,880 | | | 52,672 | |
| Other Fringe Benefits | 3,462 | 1,410 | | | 2,052 | |
| Computer Services—State | 4,091 | 4,091 | | | | |
| Other Contractual Service | 99,203 | 83,100 | 1,108 | | 14,995 | |
| Rents | 45,913 | 44,772 | | | 1,141 | |
| Commodities | 1,532 | 1,099 | 433 | | | |
| Grants—Subsidies—Pensions | 749,884 | 430,297 | 6,859 | | 312,728 | |
| Equipment | 1,647 | | 1,410 | | 237 | |
| Transfers to Other Funds | 8,007 | | 18 | | 7,989 | |
| **TOTAL EXPENDITURES** | 1,579,606 | 838,524 | 9,828 | | 731,254 | |

# BUREAU OF HEALTH

**WILLIAM S. NERSESIAN, M.D., DIRECTOR**
**FRANCIS McGINTY, Deputy Commmissioner of Health**

*Central Office:* 157 Capitol St., Augusta *Telephone:* 289-3201
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* 1835 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144A; *Citation:* 22 M.R.S.A., Sect. 1

*Average Count—All Positions:* 200 *Legislative Count:* 235

*Organizational Units:*
Central Administration
Division of Disease Control
Division of Child Health
Division of Health Engineering
Division of Public Health Laboratories
Division of Public Health Nursing
Board of Certification of Water Treatment Plant Operators
Division of Health Education

**PURPOSE:** The purpose of the Bureau of Health is to preserve, protect and promote the health and well-being of the population through the organization and delivery of services designed to reduce the risk of disease by: (1) modifying physiological and behavioral characteristics of population groups ("hosts" of disease); and (b) controlling environmental hazards to human health ("agents" of disease).

**ORGANIZATION:** The first State sponsored public health activities were delegated to the State Board of Health in 1885.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century. The Bureau's Division of Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, genetic disease prevention, hypertension and diabetes control were organized within the

Bureau of Health, or directly under the Deputy Commissioner of Health and Medical Services, as a result of federal initiatives and with concomitant federal funding. The Department's hospital regulation and assistance activities, and its medical assistance program, were a part of the Bureau of Health until 1977, when they were moved to the newly organized Bureau of Medical Services. A unit administering the Hill-Burton funds for hospital construction, the comprehensive health planning program, the cooperative health statistics, and the health manpower data systems, formerly housed in the Bureau of Health, became a part of the newly established Bureau of Health Planning and Development in 1976.

**PROGRAM:** The following sections are descriptive of the programs and support activities carried out within the organizational entities of the Bureau of Health:

**Central Adminstration.** The Director of the Bureau functions as the State's Health Officer, its chief medical official. In addition to overseeing the Bureau's programs, he is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. The Director represents the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations. At the national level, he represents Maine through membership in the Association of State and Territorial Health Officials and the National Epidemiology Intelligence Service.

**Health Education.** The Division of Health Education addresses those health problems and conditions in which prevention through education is the approach of choice. Chronic diseases such as heart disease, cancer, stroke, and chronic lung disease are responsible for nearly three quarters of all deaths in this State. Accidents are the most frequent cause of death for people between the ages of one and forty. It is a well accepted fact that further advances in the medical care system will not in themselves be sufficient to reduce these figures. Personal health practices and decisions made around such issues as diet, exercise, smoking, alcohol consumption and driving habits have more influence on an individual's health status than any component of the medical care system.

The term health education is simply defined as any combination of learning experiences designed to facilitate voluntary adoption of behavior conducive to health. In addition to individual actions, the Division also is involved in addressing environmental and organizational issues which effect health status.

The Division works closely with a wide variety of groups and organizations in carrying out its mission. School systems, hospitals, the University of Maine, health centers, the media, other State agencies and programs, voluntary health agencies and insurance companies are all involved in various aspects of the Division's work. A brief report of the Division's major programs is presented below.

**The Maine Alcohol and Drug Abuse Clearinghouse** is an informational support service which has been in operation since October, 1981. The charge of the Clearinghouse is to serve as a central, statewide source from which to disseminate information about alcohol and other drugs, substance abuse prevention, treatment, research and education. Statewide access to the Clearinghouse is insured through a toll-free telephone number (1-800-322-5004). "Clearinghouse" informational services to the professional substance abuse community in Maine reached a plateau late in 1982. Approximately 30-40 requests per month occurred for this group. Early in 1983, the Clearinghouse Program began a special effort to reach citizens of our State to increase their awareness and use of its informational service. Integral to this effort has been a media campaign featuring specific substance abuse issues, such as drinking and driving and preventing marijuana use among early adolescents. Television and radio have provided the primary vehicles for reaching the Maine public. Marked success has occurred with increased requests for information and services from a broad cross-section of Maine people.

The "Clearinghouse" continues to work with an advisory committee, including representatives from the Department of Human Services' Office of Alcoholism & Drug Abuse Prevention (OADAP); the five Alcohol and Drug Abuse Regional Councils; the Division of Alcohol and Drug Education Services, Department of Educational & Cultural Services; the National Council on Alcoholism in Maine, Inc.; the Department of Mental Health and Mental Retardation; the Department of Corrections as well as from the public and from service providers around the State. Other activities included publishing the *Clearinghouse Exchange* six times yearly, continued contributions to the Division's newsletter, *The Maine Health Promoter*, and providing special workshops on substance abuse informational material and its use.

**Risk Reduction Program.** Today the leading killers and cripplers of people in developed nations are no longer infectious diseases with single causes (like bacteria or viruses) but man-made and degenerative diseases. These diseases do not have specific causes but are a result of many risk factors. Heart disease, cancer and accidents account for about 75% of all deaths. Epidemiologic literature suggests that health is affected by: (1) behavior (lifestyle); (2) environment (both physical and social); (3) congenital factors (biological makeup); and (4) medical and social service systems. Behavior (lifestyle) and environment contribute largely to the multiple causes of these diseases.

The Risk Reduction Program of the Division of Health Education helps people in Maine adopt or maintain lifestyles which will result in reduced premature death or disability as well as enhance their state of well-being.

The Risk Reduction Program offers consultation and technical assistance for the planning, implementation and evaluation of comprehensive health programs. Since the target of the Risk Reduction Program has been adults who are relatively healthy, the primary setings for developing these programs have been the worksite and other community-based groups. A Program Planning Guide has been developed to serve as a consultation tool with the formal worksite programs.

Building and sharing resources in health education and health promotion based on needs of worksites and communities in Maine are program priorities. The Risk Reduction Program has therefore chosen to develop worksite health promotion programs with organizations who are in some way responsible for the health or the education of the community. These organizations may receive assistance in offering similar services to their community. Currently, the Risk Reduction Program is formally working with sixteen worksites including health and human service agencies, community hospitals, municipal employees, and private corporations.

The Community High Blood Pressure Program, which contracts with agencies statewide to provide hypertension detection, education, referral and follow-up services merged with the Risk Reduction Program in 1983. The target for these hypertension services are also community and work settings. Since uncontrolled high blood pressure is a major risk factor for cardiovascular disease, the integration of this program further enhances the Risk Reduction Program's efforts in multiple risk factor intervention.

Training programs are offered by the Risk Reduction Program to develop the quality and availability of health promotion programs around the State.

The Employee Health Forum, staffed by the Risk Reduction Program, meets monthly providing continuing education for professionals interested in a broad range of employee health issues.

The Risk Reduction Program's Resource Center within the Department of Human Services' Library has a wide range of health promotion materials including statistical, content and skill-building information. A directory of resources including reference materials, educational aids and audiovisual materials is available through the Department's Library.

The bi-monthly publication of the Division of Health Education, *The Maine Health Promoter*, shares information statewide regarding programs, special concerns and resources.

The Risk Reduction Program periodically updates an inventory of Health Promotion/Risk Reduction Programs in Maine in the following program categories:

- Smoking Cessation
- Smoking Prevention
- Prevention of Alcohol and Drug Abuse
- Nutrition Improvement
- Weight Control
- Physical Fitness and Exercise
- Stress Management
- Accident Prevention
- Hypertension Screening and Education
- Diabetes Education
- Chronic Disease Prevention
- Prenatal/Childbirth Education
- Family/Parenting Education
- Occupational Health and Safety
- Environmental Education
- Additional Programs

This inventory will serve as an information/referral tool for providers, a self-referral tool for the public, and a method of determining gaps in existing health education/health promotion services.

**Hypertension Program.** High blood pressure affects one out of every four adults 18 years or older in Maine. It is a major contributing factor to the nation's leading cause of death —heart and blood vessel disease. In addition, uncontrolled high blood pressure appears to aggravate and accelerate such health conditions as atherosclerosis and kidney failure.

The results of a statewide survey show that the rate of high blood pressure among Maine's noninstitutionalized adult residents is 24%. Of these residents who are hypertensive, 75% are aware they have high blood pressure, 64% are currently taking medications for high blood pressure, and 51% are treated and controlled. While these figures are fairly high compared to similar survey data in other states, it is still of concern that approximately half of Maine's hypertensives do not have their disease well controlled. The survey also indicates that the greatest number of uncontrolled hypertensives in the State are males between 41 and 60 years of age.

The Department of Human Services' Hypertension Program is a community based program of hypertension detection, education and follow-up. The Program is implemented through 14 community health agencies and hospitals in the State.

To assure uniform standards of practice among these agencies the Program has adopted the Maine High Blood Pressure Council's *Guidelines for Detection, Evaluation and Treatment of High Blood Pressure*. The Program will continue to develop its relationship with the Maine High Blood Pressure Council as a major advisory body to the Department in the expenditure of hypertension funds.

During the next year, the development of blood pressure detection programs at the worksite will be coordinated with efforts of the Risk Reduction Program to encourage further health promotion activities in the workplace.

**Agent Orange Program.** Agent Orange, a chemical herbicide that was sprayed in Viet Nam from 1962-1971, was designed primarily to deprive enemy forces of ground cover and to restrict food supplies. During the manufacturing process, it is unavoidably contaminated by a compound known as Dioxin (one of the most toxic substances known). The exact effects of Dioxin on humans is not known at this time, except for a specific skin condition known as chloracne.

Many Viet Nam veterans are exhibiting health problems ranging from skin conditions to various cancers, that they believe may be a direct result of their exposure to Agent Orange while in Viet Nam.

In recognition of the potential seriousness of these health problems, and the lack of active involvement upon the part of the Veterans Administration to inform Viet Nam veterans about Agent Orange, the issue was brought to the attention of Governor Brennan in March of 1981, by the AMVETS Organization. At the request of the Governor, the Department of Human Services' Bureau of Health became involved and established the Maine Agent Orange Information Committee the following July.

This ten member committee is composed of representatives from veterans service organizations, the Veterans Administration, a State Senator, and representatives from the Maine Poison Control Center, and the Bureau of Health. In addition, five of the members are Viet Nam combat veterans. Individuals from the Bureau of Health, Division of Health Education are staff to the committee.

The primary objectives of the committee are to increase public awareness of the Agent Orange issue through an extensive media effort, provide factual data, alert the medical community, and most importantly encourage the Viet Nam veteran to seek a free Agent Orange Screening Examination at the Veterans Administration, Togus.

The committee plans to continue its efforts through media promotion activities, presentations at rural veterans's service organization posts, and assistance from business organizations throughout the State.

**DES Program.** In 1979, a Bill was passed by the Maine Legislature and signed into law by Governor Brennan directing the Department of Human Services to address the issue of DES (diethylstilbestrol), a synthetic estrogen hormone that was prescribed for pregnant women to prevent miscarriage from the 1940s through 1971. Medical problems are now being identified in the daughters and sons of women who took this medication.

Since the DES legislation was passed, the Division has significantly increased awareness levels among the general public on the medical problems associated with DES exposure (documented in DES surveys conducted in 1980 and 1981). In addition, numerous educational sessions have been presented to health professionals throughout the State.

Due to the success of the Division's awareness activities from 1980 through the spring of 1982, this component was reduced over the past year. However, the toll-free number for DES information is continuing to be available, as well as an annual update for DES-exposed individuals on the Program's confidential mailing list. Periodic public service announcements and other use of the media will be continued. The Maine Division of the American Cancer Society, the University of Maine Orono's Cutler Health Center, and Blue Cross/Blue Shield of Maine have all incorporated public education on the issue of DES into their program of work.

**Spinal Screening Program.** Spinal Screening is conducted for the purpose of detecting spinal curvatures early enough so that they can be treated without the need for surgery. Spinal curvatures—specifically Scoliosis—a lateral, or S-shaped curvature of the spine, and Kyphosis—an accentuated backward rounding of the spine—are both detectable with the same simple screening procedure. Screening for Scoliosis and Kyphosis is important since spinal curvatures frequently develop without pain, and may progress so rapidly during an adolescent's growth spurt that without early diagnosis, a costly surgical fusion of the spine may be the only treatment.

In recognition of the physical, psychological, social and economic implications surrounding the late detection of spinal curvatures necessitating surgical invention, the Maine Legislature and Governor Brennan directed the Department of Human Services to address the issue of spinal screening in Maine's public schools. Maine State law requires that all public schools must be conducting spinal screening by school year 1984-85. Divisions in the Bureau of Health collaborated on the groundwork for the implementation of the Spinal Screening Program. The Division of Health Education was delegated the responsibility for planning and coordinating training sessions for spinal screeners, and the development of informational materials. The Division of Maternal and Child Health was responsible for all health professional education on spinal screening. The Division of Public Health Nursing provided consultative assistance to the other two divisions, due to their direct contact with school nurses. However, as of May 1, 1982, all responsibilities for the Spinal Screening Program were transferred to the Division of Maternal and Child Health.

To date, eight spinal screening training sessions have been conducted throughout the state, with over 480 individuals now trained to conduct spinal screening. Several additional training sessions will be offered within the next year, and at least one session annually for each consecutive year.

Health education for parents is currently being planned. This education will be carried out through the media.

Implementing spinal screening programs in Maine's public schools is well underway. In school year 1982-1983, there were 89 school systems that conducted spinal screening. That represents 51% of all systems.

**PUBLICATIONS:**

DES Information Packet (for the public) (for health professionals)
Regional Guides to Risk Reduction Services
*Maine Health Promoter* Newsletter
Health Style Test (a self-scored Health Hazard Appraisal)
Nutritional Guidelines
Introduction to Physical Fitness
Guide to the Risk Reduction Resource Center Collection
Hypertension Facts
Quit Smoking Kit
Food and Fitness
Agent Orange Information (for Viet Name veterans (for health professionals)

**LICENSES, PERMITS, ETC.:**

Health Certificates (for foreign travel) and validation

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF HEALTH | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,514,040 | 1,903,679 | 517,787 | | 1,092,574 | |
| Health Benefits | 128,827 | 65,945 | 20,521 | | 42,361 | |
| Retirement | 534,154 | 281,946 | 83,574 | | 168,634 | |
| Other Fringe Benefits | 26,637 | 17,092 | 3,189 | | 6,356 | |
| Computer Services—Comm | 7,157 | 3,675 | | | 3,482 | |
| Computer Services—State | 72,132 | 44,481 | 2,978 | | 24,673 | |
| Other Contractual Services | 695,240 | 372,105 | 86,385 | | 236,750 | |
| Rents | 100,507 | 51,487 | 2,760 | | 46,260 | |
| Commodities | 232,330 | 125,634 | 43,873 | | 62,823 | |
| Grants—Subsidies—Pensions | 7,902,695 | 363,900 | 12,772 | | 7,526,023 | |
| Equipment | 50,110 | 12,273 | 34,785 | | 3,052 | |
| Transfers to Other Funds | 42,776 | | 12,867 | | 29,909 | |
| **TOTAL EXPENDITURES** | 13,306,605 | 3,242,217 | 821,491 | | 9,242,897 | |

# DIVISION OF HEALTH ENGINEERING

## DONALD C. HOXIE, DIRECTOR

*Central Office:* 157 Capitol St., Augusta *Telephone:* 289-3826
*Mail Address:* Statehouse Sta. #10, Augusta, Maine 04333

*Established:* 1936 *Sunset Review Required by:* 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144E; *Citation:* 22 M.R.S.A., Sect. 2491

*Average Count—All Positions:* 37 *Legislative Count:* 9

**PURPOSE:** The Division of Health Engineering serves the entire state resident and visitor population through the four major programs which are reported in the Program. In addition, the Division staff provides administrative and clerical assistance for the Board of Certification of Water Treatment Plant Operators.

**ORGANIZATION:** The Division of Sanitary Engineering was formed previous to 1942 to administer the state plumbing code, investigate water related problems and complaints posed to the Bureau of Health. The name was changed to Division of Health Engineering in 1972.

**PROGRAM:** The Division of Health Engineering serves the entire state resident and visitor population through the following four major programs. In addition, the Division staff provides administrative and clerical assistance for the Board of Certification of Water Treatment Plant Operators.

**Community Environmental Health Program.** The population living in Maine communities is exposed to a variety of health hazards from biological, chemical and physical agents. This Program addresses the following potential health hazards from these agents:

a. Biological Hazards—Food-borne diseases are caused by incubation in foods of certain strains of bacteria commonly found in the environment. Molds, yeasts, parasites, etc. are of biological origin and may cause illness and death. Pseudomonas, swimmers' itch, eye infection, etc. are identified as being transmitted in public swimming pools. Communicable diseases may be transmitted from open sores, the respiratory tract, and/or the digestive tract of persons handling food ingested by the general public. Biologically unsanitary conditions can occur in relation to tattooing, mass gatherings, camping, etc.

b. Chemical Hazards—Severe cases of food poisoning have occurred when pesticides or other chemicals have been spilled accidentally or have contaminated food or water. Lead-based paint in older residences have caused brain damage to young children.

Carbon monoxide and oil fumes can contaminate breathing air supplies from poorly-maintained air compressors. Dyes used in tattooing may cause allergic effects or may be carcinogenic.

c. Physical Hazards—Microwave ovens may affect heart pacemakers or may cause cataracts in the eyes of persons exposed to hazardous microwave levels. Electrical injuries are common from poorly grounded appliances and over-loaded electrical circuits.

The Community Environmental Health Program has a long history of surveillance of food and lodging services provided by Maine's recreational industry. Over the years, the Legislature has directed the Division to license an ever-increasing number of related establishments, such as school lunch programs, vending machines, boys and girls camps, etc. More recently, enabling legislation related to monitoring air quality from scuba compressors and the condition of residential buildings painted with lead-based paint has been enacted and added to the responsibility of this program. General sanitation complaints received by the Division are directed to this program for investigation. Other areas of program interest include consumer products safety, consumer protection, community noise control, hazardous materials, transportation of toxic substances, poison control, etc.

**Drinking Water Program.** Inadequate water supply systems can and do result in potential health related problems. Such systems can subject the population to biological, chemical, and physical hazards as follows:

a. Biological Hazards—A multitude of biological organisms are present in all untreated water supplies. Through chlorination and filtration, most of these organisms are eliminated. Due to the wide variety of organisms present, the mechanism for detecting bacteria in water is through an "indicator" organism known as coliform bacteria. Generally speaking, if coliforms are present, it can be assumed that other, possibly harmful, organisms are present. The current standard for bacteria sets the monthly average for coliform bacteria at 1 colony per 100 milliliter sample.

b. Chemical Hazards—The Safe Drinking Water Act requires the periodic testing of drinking water for ten inorganic chemicals (arsenic, barium, cadmium, chromium, fluoride, lead, mercury, nitrates, selenium, and silver) and six organic chemicals (endrin, lindane, methoxychlor, toxaphene, 2, 4, —D and 2, 4, 5, —TP silvex). Studies carried out by the U.S. Environmental Protection Agency have identified as many as 20 potentially hazardous organic compounds in water supplies which are considered properly protected. Additional testing required by public water supplies are sampling for trihalomethane chemicals. Trihalomethanes are compounds formed when chlorine is added to water and is due to the presence of naturally occurring substances in the raw water source such as humic acid and folic acid. Excessive amounts of trihalomethanes are known to be carcinogenic and consequently the state has set a maximum contaminant level of 100 ppb (parts per billion) for public supplies. Groundwater supplies are not expected to have any appreciable levels.

c. Physical Hazards—Several physical aspects of drinking water such as temperature, color, taste, etc., may be objectionable to the public. However, the only physical aspect that presents a hazard to health is turbidity. Turbidity is a measure of the water's cloudiness, normally brought about by suspended silt and clay particles. Turbidity has been shown to interfere with the disinfection process, and has therefore been set at a maximum of 1 turbidity unit. An additional physical hazard encountered in drinking is radon gas and other radionuclides.

The Drinking Water Program provides surveillance of water quality and renders technical assistance to Maine public water utilities. In 1976, the Department accepted primacy for regulating community and non-community water supplies, as defined in the Federal Safe Drinking Water Act of 1974. Rules were adopted for the first time in 1977, and more frequent sampling of many additional water supplies is now required. The program's focus is primarily on water served to the general public for consumption. A secondary role is the interpretation of water analyses for the private sector.

In the public sector, the Drinking Water Program staff monitors the water quality of approximately 400 community supplies which serve residential users, and approximately 2,500 non-community supplies which serve transient populations throughout the year. The program staff also monitors permitted cross-connections between industrial accounts and public water supplies, bottled water installations, fluoridation of school and public water supplies, and enforces the certification requirements as promulgated by the Board of Certification of Water Treatment Plant Operators. Education of these operators is a major function of this program.

In FY 83, the program staff accomplished the following major operating objectives: (1) monitored all public water supplies for compliance with the Safe Drinking Water Act; (2) revised the drinking water regulations; (3) established an emergency response plan for drinking water; (4) implemented a compliance plan for the state to prioritize programmatic response to violations; (5) expanded the capabilities of the Model State Information System (MSIS) to allow on-line access to public water supply inventory information; (6) implemented the total trihalomethane regulations and continued activities to reduce levels; (7) implemented a monitoring program for sodium in public water supplies; (8) inspected for certification of the private laboratories in the state; (9) conducted sanitary surveys of selected public water supplies in the state; (10) conducted various operator training seminars across the state; (11) reported analysis results to people across the state; (12) provided technical assistance to both the private and public sector in reference to drinking water problems.

**Occupational and Radiological Health Program.** The ubiquitous use of chemical, physical, and biological agents in the work environment impinges on the entire community. Employees and the general population are exposed to varying quantities of hazardous agents that may have a detrimental effect on the health of Maine citizens. The following hazards are reviewed to illustrate the nature of the health problems addressed by the program.

a. Biological Hazards—Workers are exposed to biological hazards in occupations such as farming (fungi, poison ivy), meat cutting (anthrax), tanning (raw hides), sewage treatment (fecal organisms), hospitals (communicable diseases), etc.
b. Chemical Hazards—The National Institute for Occupational Safety and Health has published a list of over 16,000 toxic chemicals. About ten percent of these chemicals are suspected of causing cancer or having mutagenic potential in laboratory animals and possibly man. Chemical hazards exist in virtually every industry.
c. Physical Hazards—Many physical hazards exist in industry. Noise hazards affect more workers in Maine than any other single occupational agent. Devices using radioactive chemicals, X-ray devices, lasers and microwaves are commonly found in industry. Workers are subjected to cold work areas with the potential for hypothermia. Physical abrasions can be the cause of several types of dermatitis. Hazards to the general population result from exposure to X-rays, gamma radiation, ultra sound, microwaves, etc.

The Occupational and Radiological Health Program has provided occupational health services for many years and adopted rules in 1955 related to healthful places of employment and labor camps. These rules were pre-empted by the Federal OSHA Act in 1974. Radiological health rules were first adopted in the late 1950's and apply to X-ray equipment, medical radioisotopes, and industrial use of ionizing radiation. The environmental monitoring program has provided surveillance of Maine Yankee Atomic Power Reactor since 1970 and was expanded to meet current requirements in 1981.

The program staff provides information, education, and promotes general public awareness of the potential hazards of chemical, physical, and biological agents in the workplace and/or in the community.

Occupational health consultative services are provided in conjunction with activities of the Maine Bureau of Labor and agreements with the U.S. Department of Labor to protect the health of workers in Maine industry and areas of public employment.

Radiological health activities include seeing that medical X-ray devices are checked to determine compliance with the rules. As a member of the New England Compact, the Occupational and Radiologic Health Program maintained environmental monitoring and emergency response to nuclear incidents. Emergency planning support for radiological accidents is the responsibility of the State Department of Human Services.

Operating objectives to be completed during FY 1982 were: (1) 60 compliance tests of new X-ray devices; (2) inspect 10 public X-ray devices; (3) register 50 new radiation sources; (4) complete support for operations manual for emergency response at Maine Yankee; (5) 52 regular environmental sample collection and analyses at Maine Yankee with appropriate reports; (6) establish Pt. LePreau monitoring stations; (7) initiate program planning to improve the radiation protection program and justify through the Sunset review process; (8) conduct 150 industrial hygiene investigations under federal contract; (9) collect 300 series of industrial hygiene environmental samples; (10) conduct 50 industrial hygiene inspections in support of the public health and safety act; (11) host the 1982 National Conference of Radiation Control; (12) continue to progress on program funding, for control of radon in drinking water, programs to reduce X-ray dose, rule adoption, means to evaluate long range program goals, and certification program for X-ray calibration technicians.

**Wastewater and Plumbing Control Program.** Improperly installed plumbing and subsurface wastewater disposal systems can subject man to many biological, chemical and physical health hazards. The following is a description of some of these hazards:

a. Biological Hazards—Domestic wastewater has the potential of containing one or more of 100 known intestinal viruses, plus a number of other water-borne microorganisms capable of causing diseases and/or illness in man, such as typhoid, cholera, hepatitis, poliomyelitis, and bacillary dysentery.

b. Chemical Hazards—The chemistry of domestic wastewater is so complex and variable that it will be illustrated by the following list of substances one might expect to find in domestic wastewater: detergents, soaps, greases, foods, beverages, drain cleaner, oven cleaners, bleaches, ammonia, polishes, floor and furniture waxes, ink, insect sprays, wetting agents, sputum, vomit, mucus, toothpaste, urine, fecal material, paper, sanitary napkins and, in general, any liquid or semi-liquid substance found in the typical household.

c. Physical Hazards—Most physical hazards are associated with plumbing rather than with subsurface wastewater disposal. Of particular concern is ensuring that: (1) devices for heating and storing water are installed so as to guard against dangers of explosion or over-heating; (2) plumbing is installed so as to guard against backflow and syphonage of wastewater into the drinking water supply system; (3) plumbing is installed so as to guard against the leakage of toxic and explosive gases back into the occupied portions of the home, etc.; (4) plumbing is installed in a manner to permit easy cleaning and maintenance and to prevent damage to the buildings' structural components which may result in rendering buildings unsafe.

The Wastewater and Plumbing Control Program dates back to 1933 with the adoption of the first plumbing code for interior plumbing. Septic tanks, cesspools, and direct discharges were first addressed in the Maine Plumbing Code in 1941. Today, under legislation adopted in 1973, the program assists each town in Maine to administer a municipal plumbing control program by providing technical assistance and record-keeping services. All municipal plumbing inspectors are examined and certified under program auspices. The program staff also examines and licenses professionals who design subsurface wastewater disposal systems. In cooperation with the Plumbers' Examining Board and municipal plumbing inspectors, the staff is responsible for assuring that all plumbing and subsurface wastewater disposal systems installed in Maine do not create a public health, safety, or environmental hazard.

In FY 83, the program staff expected to accomplish the following objectives:

1. Continue existing level of plumbing and subsurface wastewater disposal rules interpretation and enforcement.
2. A mini-computer was programmed to maintain adequate accountability of permits, provide a receipt of municipal treasurers and maintain a State-wide statistical summary — effective May 1, 1983.
3. The computer was also programmed to maintain a record of quantity of permits per Master Plumber. Not only will it indicate the total number of permits, but also total number of specific fixture unit items. This information will be shared with the Plumbers Examining Board for statistical information and enforcement.
4. Conduct one (1) public hearing (2/1/83) to discuss proposed changes to the Rules, determine revisions to be made, promulgate and distribute revisions.
5. Continue microfilming of historical files of all permits, engineering designs and documents.
6. Continue to provide public information about the program through forums, newsletter, news media, seminars and correspondence.
7. Continue to assist municipalities in the enforcement of applicable Rules through assistance in the investigation of specific problems, preparation of court complaints or as expert court witness.
8. Continue certification program for Local Plumbing Inspectors through written examination.

9. Administer written and field examinations for candidates as Licensed Site Evaluators.
10. Investigate complaints against Site Evaluators.
11. Initiate appropriate legal action against Site Evaluators when determined necessary.

**LICENSES, PERMITS, ETC.:**

Licenses:
- Eating Places
- Eating & Lodging Places
- Eating Place Mobile
- Vending Machines
- Eating Place & Vending Machines
- Catering Establishments
- Eating Place & Catering
- Vending Machine Commissary
- Lodging Place (rooms in private homes if more than 3 rooms rented)
- Motels-Hotels
- Cottages (if more than 3 cottages are rented)
- Mobile Home Parks
- Self-contained R.V.'s only
- Trailer and Tenting
- Recreational Camps
- Day Camps
- Boys Camps
- Girls Camps
- Boys and Girls Camps
- School Lunch
- School Lunch and Catering
- Class "A" Tavern
- Vending Machine Location
- Senior Citizens Meals
- Eating Place Takeout
- Tattooing Parlors
- Narcotic Manufacturers
- Compressed Air (for self-contained breathing apparatus)
- Electrology

Permit:
- Mass Gatherings

Certificate:
- Local Plumbing Inspector
- Site Evaluator

Registration:
- Swimming Pool
- Bathing Beach
- Ioning Radiation

Approval:
- Fluoridated Water Supply
- Public Water Supply

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 63,477 | | 63,477 | | | |
| Health Benefits | 2,053 | | 2,053 | | | |
| Retirement | 10,245 | | 10,245 | | | |
| Other Fringe Benefits | 417 | | 417 | | | |
| Computer Services—State | 137 | | 137 | | | |
| Other Contractual Service | 27,194 | | 27,194 | | | |
| Rents | 5,942 | | 5,942 | | | |
| Commodities | 1,459 | | 1,459 | | | |
| Equipment | 16,448 | | 16,448 | | | |
| Transfers to Other Funds | 2,336 | | 2,336 | | | |
| **TOTAL EXPENDITURES** | 129,708 | | 129,708 | | | |

# BUREAU OF HEALTH PLANNING AND DEVELOPMENT

**GORDON A. BROWNE, DIRECTOR**
**MICHAEL REID, Ph.D., Director, Planning and Administration, Deputy Director**

*Central Office:* 151 Capitol St., Augusta *Telephone:* 289-2716
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* 1976 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144N; *Citation:* 22 M.R.S.A., Sect. 1

*Average Count—All Positions:* 34 *Legislative Count:* 19

*Organizational Units:*
- Division of Planning and Administration
- Division of Data and Research
  - —Office of Vital Statistics
- Division of Project Review

**PURPOSE:** The purpose of this program is two-fold. First, the State Legislature and the U.S. Congress have identified increases in the costs of health care as a cause of concern to them. This program is designed to restrain such increases through the careful review of proposals for new health care services and facilities to ensure that duplication and excess supply of certain services and facilities do not occur. The program has recently been directed to also promote competition in the health care sector where it can be shown to be a means of restraining the growth of health care costs. Second, the program aims to achieve the rational allocation of health care resources (facilities, services, personnel). This is to be accomplished through a complex planning process using the best available data. The process involves many public and private organizations and consumers and providers of health care in the development of the *State Health Plan for Maine*. The *Plan* is the basis for guiding the development of health care resources to ensure that needed services of high quality are available to all Maine residents at a reasonable cost.

The legal authority for the preliminary State health plan and the State health plan is Title XV of the Public Health Service Act. Title XV also requires the creation of a State Health Planning and Development Agency (SHPDA) (in Maine, the functions of the SHPDA have been assigned to the Bureau of Health Planning and Development) and a State-wide Health Coordinating Council (SHCC). The planning efforts of these bodies culminate in a comprehensive plan for each State—the State health plan.

The Maine Legislature amended the Maine Certificate of Need Act (22 M.R.S.A. §301 *et seq.*) in 1982. The amended Act provides for the Department of Human Services to review and approve or disapprove applications for major changes in the health care system (such as capital expenditures of $350,000 or more or the provision of new services). The Bureau of Health

Planning and Development has been administratively assigned responsibility for implementing the provisions of the Act and for making recommendations to the Commissioner of the Department concerning applications for Certificates of Need. The Department adopted procedures under the Administrative Procedures Act for use by the Bureau in implementing the amendments to the Act.

During fiscal year 1981-82, the Bureau was administratively assigned responsibility for operation of the Office of Vital Statistics and for implementation of the provisions of 22 M.R.S.A., §§1596, 2706. The Office of Vital Statistics is described in the next section of this report.

**ORGANIZATION:** The Maine Department of Human Services was designated and funded as the State health planning and development agency in July, 1976 and has received continued state and federal designation and funding since then. The Bureau of Health Planning and Development was created to carry out the functions of the State Health Planning and Development Agency. Its first director was employed in November, 1976. The Bureau has three component divisions: Planning and Administration, Data and Research and Project Review. In February, 1982, operations and staff of the Division of Research and Vital Records, including the Office of Vital Statistics, were transferred into the Division of Data and Research.

The Maine State Health Coordinating Council (the Council) was established by Governor James Longley and held its first meeting in October, 1976. The Council has 29 members, with the following composition:

| | *Consumer* | *Provider* | *Total* |
|---|---|---|---|
| Appointments by the Governor | 17 | 11 | 28 |
| Veterans Administration representative (ex officio) | 0 | 1 | 1 |
| Total | 17 | 12 | 29 |

**PROGRAM:** The Bureau of Health Planning and Development is composed of three divisions; Planning and Administration, Data and Research and Project Review.

**Division of Planning and Administration.** During the Fiscal Year 1981-82, the Division provided administrative support to all sections of the Bureau. The Division also developed proposed revisions in the *State Health Plan* with the assistance of public agencies and private organizations representing consumers and providers of health care. The Division researched, edited, and produced the Plan.

The Division monitored the implementation of plan recommendations, and provided technical assistance to health care facilities. The Division of Planning and Administration also provided staff support for the Maine State Health Coordinating Council. This included the orientation of new members and staffing the meetings of the Council and its three active standing committees (Plans, Review and Implementation). Extensive research and coordination was required to assist the Council in its deliberations and decisions. The Council adopted extensive revisions in its bylaws and decided to eliminate its Review and Implementation Committees.

The Department entered into a contract with the federal government whereby the Department assumed responsibility for administering the National Health Service Corps program in Maine. The Division of Planning and Administration was assigned the staff functions for implementing this contract.

**Division of Data and Research.** A major function of this Division last year was continuing to develop core data needs for health planning and program management. Specific projects included vital statistics, population estimates and projections, demographic information, health status indicators, health care expenditure figures, health manpower and resource inventories, health facility utilization and occupational health profiles. The Division continued to develop an overall data system for health planning and cooperated with many other health agencies in data collection. Staff also provided research and statistical and technical services within the Bureau and to other Bureaus in the Department. The Division administers the Maine Occupational Health Surveillance Project in cooperation with the National Institute for Occupational Safety and Health. The Division published a number of statistical reports and directories. The publication section of this report contains a partial list of titles.

**Division of Project Review.** This Division's primary function is to review and provide recommendations to the Commissioner of the Department of Human Services for his approval or disapproval of proposed major changes in the health care system as specified in the Maine Certificate of Need Act of 1978 as amended and Section 1122 of the Social Security Act. Staff also reviews and comments on federal health program applications. These functions are of a continuing nature. The staff publishes and revises procedural manuals to conduct such reviews. The decisions affect both health care facilities and institutional health services.

From January 1, 1982 to December 31, 1982, the Certificate of Need review program saved $22,274,258 in capital costs.

The table below lists the statistical results of Project Review activities for calendar year 1982.

| | | |
|---|---|---|
| Total Proposals/Capital Expenditures Closed During 1982 | 70 | $109,242,094 |
| *Department of Human Services Actions on Proposals* | | |
| Not subject to 1122/CON Review | 22 | $ 781,147 |
| Approved | 43 | 86,186,689 |
| Disapproved | 4 | 3,735,300 |
| | 69 | $ 90,703,136 |
| Projects withdrawn after consultation with DHS | 1 | 125,000 |
| *Projects/Capital Expenditure Modified During Review after Consultation with Project Review Staff* | | |
| Approved projects modified/amount of costs avoided | (14) | 18,413,958 |
| | | $109,242,094 |
| *Capital Expenditures Avoided* | | |
| Disapprovals | | $ 3,735,300 |
| Withdrawn Applications | | 125,000 |
| Reduced project costs | | 18,413,958 |
| | | $ 22,274,258 |

The Certificate of Need review program, through disapprovals and agreed upon reductions of projects, reduced capital costs of reviewable project applications by 21%.

**LICENSES, PERMITS, ETC.:**

Under the "Maine Certificate of Need Act of 1978," 22 M.R.S.A. §301 *et seq.*, the Bureau of Health Planning and Development performs research and makes recommendations to the Commissioner of Human Services to either issue or deny a Certificate of Need for proposed major construction or modifications of health care facilities and changes in health care services.

**PUBLICATIONS:**

State Health Plan for Maine*
Procedures Manual, Section 1122 of the Social Security Act, October, 1977—free
Maine Certificate of Need Procedures Manual, Amended—free
Health Care Expenditures, Maine 1979*
A Capsule of Health Information, 1980*
Maine Health Professionals, 1979-1980*
Maine Vital Statistics, 1981*
1980 Physicians in Maine*
Trends in Health Care Expenditures, Maine, 1974-1979*
Maine Health Facilities: Resources and Utilization, 1981*

*Limited number distributed free; additional printings available upon request at cost.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

# MAINE HUMAN SERVICES COUNCIL

**REP. EDWARD C. KELLEHER, CHAIRMAN**
**ROBERT A. FRATES, Executive Director**

*Central Office:* 2 Central Plaza, Augusta; *Floor:* 2 *Telephone:* 289-2288
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333
*Established:* 1974 *Sunset Review Required by:* June 30, 1992
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 162; *Citation:* 22 M.R.S.A., Sect. 5313
*Average Count—All Positions:* 3 *Legislative Count:* 0

**PURPOSE:** The Maine Human Services Council purpose is to assist the Executive and Legislative Branches of State Government on human services activities such as education, energy, income, medical, and social services. The Council, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions. Recommendations relate to state and federal plans, policies and programs; particularly state administered funds provided under federal block grants, the U.S. Social Security Act, and other health and human service programs. The Council conducts hearings and forums, and provides information to the public-at-large, national government, and the executive and legislative branches of State Government. The Council also serves as the performance review committee monitoring the development and award of agreements for purchasing social services from providers who are funded by state and federal funds.

**ORGANIZATION:** The Maine Human Services Council was established in 1974. It consists of seventeen members representing the legislature, nongovernment organizations, citizens-at-large, private groups and local public agencies concerned with human services. Members, except those representing the Legislature, are appointed by the Governor for terms of three years. The Governor designates the chairperson from among the appointed members. The Council meets monthly, and its subcommittees/task forces meet throughout the year.

During 1982, the Legislature completed the Sunset Review of the Maine Human Services Council. The Legislature authorized continuation of the Council.

**PROGRAM:** During the year ending June 30, 1983, the Maine Human Services Council continued activities to improve programs in low income energy assistance, weatherization, health, mental health, income supplementation and social services. Work concentrated on programs of the Departments of Mental Health and Mental Retardation, Human Services, and the Division of Community Services. Priority activities of this independent board continue to be policy/budget/legislative analyses and technical assistance to the Legislature, the Governor, agencies of the Executive Branch and the public-at-large.

**Public Forums.** In August 1982, the Council hosted eight public policy forums in Presque Isle, Bangor, Ellsworth, Skowhegan, Lewiston, South Paris, Portland and Biddeford. Over 400 people presented testimony and comments recommending policy and budget priorities. Citizens, consumers, local public officials, private and state agency leaders, as well as congressional staff, legislators, and the media attended. High priority areas included: medicaid, child and family social services, aid to families with dependent children, food stamps, mental health, home heating assistance, general assistance, title 20 social services, community health care, winterization of homes, mental retardation and hospital care.

**Goals and Objectives.** Based on the public policy forum recommendations and the comments of state agency leaders, the Council adopted goals and objectives at its annual meeting in September 1982. Major efforts concentrated on encouraging adoption of the findings of the Social Service Block Grants Task Force; improving policy development and planning for social services; streamlining computer-based information processing; meeting the current needs for income, medical and social services; performing budget/policy analyses; and seeking full implementation of federal block grants.

**Meeting the Current Needs of People.** The Council carried out this goal by encouraging administrative and legislative action to enact adequate financing of programs and amendments to current law. Priority budget items, recommended to the Governor and Legislature included:

community mental health, aid to families with dependent children, general assistance, community support services, and replacing loss of federal funds for social services. Providing adequate revenue to fund current services was a major priority. Other major legislative bills supported were: pre-school education of the handicapped, legal services for elderly and low income people, and hospital cost containment.

**Social Services Policy Development.** A major finding of the Social Service Block Grants Task Force was to encourage public participation in planning. To achieve that, the Council participated in a study conducted by the Health and Institutions Committee and supported adoption of an executive order and chapter 495 of the 1983 public laws. The latter two documents established guidelines for preparing a unified Maine Social Services Plan. Briefly summarized, they:

- •Encourage cooperation among the Departments of Mental Health and Mental Retardation, Human Services, and the Division of Community Services;
- •Mandate advance and continuing public participation in social service policy making;
- •Require preparation and presentation to the Legislature of an annual Maine Social Services Plan pursuant to an identified timetable; and
- •Specify the Plan shall contain program descriptions and expenditure data in a comparative, easily understood format.

**Streamlining Information Processing.** Another finding of the Social Service Block Grants Task Force recommended streamlining client records through improved use of computers. The Council encouraged that by supporting legislation enacted to conduct a feasibiity study of how to best design and implement a Maine Income Supplementation and Social Services Information System. The study will be conducted under the leadership of the Bureau of Central Computer Services. Findings will be reported to the Governor and Legislature by February 1 and December 15, 1984 with the advice of a citizens select committee.

**Implementation of Federal Block Grants.** This goal was addressed by monitoring implementation of block grant allocations enacted in the special Legislative sessions of September 1981 and the regular session of 1982. Also, during the 1983 legislative session, budget and policy proposals were analyzed relating to alcohol, drug abuse and mental health; home heating assistance; and social service block grants.

**Budget and Policy Analysis.** Information and recommendations were provided to the public, agencies of the Executive Branch and the Legislature. Topics covered include education of the handicapped, general assistance, medicaid, and social services to children. This goal focused on the Departments of Human Services, Mental Health and Mental Retardation, and the Division of Community Services.

**Families and Children's Services.** The Council expressed its long standing commitment to families and children by integrating these concerns with various activities. High priority family and children's issues addressed were: increased financial support for needy Maine families, and increased use of existing resources to provide Aid to Families with Dependent Children. The Council asserts the position that the family and the home is the primary way of helping children, adults and the elderly to meet education, developmental, income, health and social needs.

**Review of Agreements to Purchase Services.** The Council, through its Performance Review Committee, monitored the development and execution of contracts for human services between state departments and community agencies. Working with agencies of the Executive Branch, the Council worked to promote improved contract administration and greater accountability of services. Efforts toward these objectives will continue in the coming year, particularly by encouraging further use of a single audit of multiple contracts administered by one community agency.

**PUBLICATIONS:**

Child Abuse and Neglect Report (free)

Maine's Hidden Poor in Substandard Housing (free)

Statement of Concern on the Budget Process, 1978 (free)

Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs, 1979 (free)

Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979, 1980 (free)

Neighbors Helping Neighbors With Energy-Resource Packet (free)

Food Stamp Report (free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE HUMAN SERVICES COUNCIL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 63,977 | 6,000 | | | 57,977 | |
| Health Benefits | 2,554 | | | | 2,554 | |
| Retirement | 9,436 | | | | 9,436 | |
| Other Fringe Benefits | 315 | | | | 315 | |
| Other Contractual Service | 27,304 | 15,260 | | | 12,044 | |
| Rents | 6,280 | 5,887 | | | 393 | |
| Commodities | 890 | 605 | | | 285 | |
| Transfers to Other Funds | 2,063 | | | | 2,063 | |
| **TOTAL EXPENDITURES** | 112,819 | 27,752 | | | 85,067 | |

# BUREAU OF INCOME MAINTENANCE

## PAUL A. LeVECQUE, DIRECTOR

*Central Office:* Human Services Bldg., Augusta *Telephone:* 289-2415
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* 1954 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144B; *Citation:* 22 M.R.S.A., Sect. 1

*Average Count—All Positions:* 446 *Legislative Count:* 509

*Organizational Units:*
*Support Enforcement and Location Unit*
*Income Maintenance Unit*
*Quality Control Unit*

**PURPOSE:** Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Income Maintenance are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food Stamp program, General Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients. The Bureau also enforces Child Support Enforcement and Location laws; and administers the Catastrophic Illness program authorized by the 106th Legislature. Furthermore the Bureau supports the development of management information systems and other management control systems; and finally, administers quality control activities as required by Federal Regulation.

**ORGANIZATION:** The Bureau of Income Maintenance originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Human Services, its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs. The Bureau of Social Welfare was renamed Bureau of Income Maintenance by 110th Maine State Legislature to be effective September 18, 1981.

Since March 29, 1982 all regional offices of Income Maintenance are directly responsible to the Office of the Director. Previously they were responsible to the Deputy Commissioner of Social and Rehabilitation Services.

**PROGRAM:** The most significant accomplishments of the Bureau during FY 83 were: continued decrease in error rate in the Aid to Families with Dependent Children Program; increase in child support collections from absent parents; implementation of formal administrative review in municipal administration of General Assistance.

**Aid to Families with Dependent Children (AFDC).** The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity or absence from the home of a parent. This is a categorical assistance program based on seventy percent federal and thirty percent State funding. During FY 80, the Income Maintenance Unit processed applications and conducted periodic reviews through the regional offices of the Bureau of Social Welfare at the rate of 1,000 applications per month. The Unit's active caseload averaged 19,000 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices.

**Support, Enforcement, and Location of Absent Parents Unit.** This is a section of the Bureau with responsibility to accept referral from field staff in the AFDC program where parents, usually fathers, are not contributing to the care of their legal dependents. The main objective of the Unit is to ensure enforcement of court orders; a statutory change enacted by the 107th Legislature provides additional legal authority.

**Food Stamp Program.** This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government, fifty percent by the State Government.

**Quality Control Review and Planning.** This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health, Education, and Welfare, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

**Optional Grants to Supplemental Security Income Recipients (SSI).** Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefitting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health, and Human Services, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer, monthly by the Department of Human Services' Bureau of Administration.

**Medicaid Eligibility and Catastrophic Illness Program.** The Bureau is responsible for program development and setting eligibility policies in these programs. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial.

**General Assistance.** Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 400 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .0003% of the municipal tax evaluation. In reality, some municipalities with a high tax base receive little or no reimbursement and municipalities with a low tax rate receive reimbursement at a high rate. Total costs of this general assistance involve approximately forty percent State and sixty percent municipal funds except for administrative costs of municipalities which are not reimbursable.

In addition, there are 418 unorganized towns in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Section of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and conducting administrative reviews as well as offering consultation to municipal officials in establishing standards of need.

**PUBLICATIONS:**

Policy Manuals—$5.00 per copy

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF INCOME MAINTENANCE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 4,775,582 | 1,474,123 | 243,874 | | 3,057,585 | |
| Health Benefits | 215,260 | 63,439 | 10,083 | | 141,738 | |
| Retirement | 761,308 | 231,738 | 37,494 | | 492,076 | |
| Other Fringe Benefits | 31,893 | 9,377 | 1,125 | | 21,391 | |
| Computer Services—State | 278,108 | 107,015 | 87,252 | | 83,841 | |
| Other Contractual Service | 1,049,130 | 601,710 | 89,108 | | 358,312 | |
| Rents | 59,987 | 48,539 | | | 11,448 | |
| Commodities | 17,716 | 4,874 | 140 | | 12,702 | |
| Grants—Subsidies—Pensions | 80,817,103 | 29,672,515 | 9,894,909 | | 41,249,679 | |
| Equipment | 23,920 | | 2,877 | | 21,043 | |
| Transfers to Other Funds | 81,364 | | 12,274 | | 69,090 | |
| **TOTAL EXPENDITURES** | 88,111,371 | 32,213,330 | 10,379,136 | | 45,518,905 | |

# OFFICE OF MANAGEMENT AND BUDGET

## JOHN D. WAKEFIELD, DEPUTY COMMISSIONER

*Central Office:* Human Services Bldg., Augusta *Telephone:* 289-2546
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* 1975 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144M; *Citation:* 22 M.R.S.A., Sect. 1

*Average Count—All Positions:* 154 *Legislative Count:* 175

**PURPOSE:** The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department.

**ORGANIZATION:** The major divisions of the Office of Management and Budget are as follows: the Division of Fiscal Services, the Division of Audits, the Division of Personnel and Labor Relations, Affirmative Action, Staff Education and Training, and Data Processing.

**PROGRAM:**

The program of the Department of Human Services is accomplished through its various components:

**Division of Data Processing.** The Department of Human Services (DHS) is the largest user of the State's central computer. The Division faces an increasing demand for information, and for system changes to support new and changed programs for central and regional office needs. It is also a continual training environment because of competitive attrition. Consequently, the management need for efficient administration which is also sensitive to new technology assumes an ever increasing importance.

The need is attended by the internal organization into three functional sections—Data Entry, Data Control, and Systems & Programming. The Systems & Programming section has six units. Five of these develop, operate and maintain all Departmental computer programs. The sixth unit is responsible for data base management and controls.

The study of programs, policy, and procedure in the relationships within the Department, between the Department and external systems, and between the Division and Central Computer Services is an on-going process. It enables updating and/or development of data systems and standards, and communications systems. This supports progress toward efficient use of resources and also toward keeping up with the changing state of the computer art.

**Affirmative Action Office.** The Affirmative Action Officer is responsible for the Department's compliance with state and federal equal employment laws. She monitors the Department's Affirmative Action (AA) Plan, handles internal grievances, and represents DHS at administrative hearings when necessary.

In addition to periodic update meetings with supervisors, the Affirmative Action Officer is a trainer in Implementing Supervisory Practices and Performance Appraisal classes. She also participates in programs aimed at staff who are not supervisors, including Assertiveness Training, Listening Skills and Parent Effectiveness Training. A special component on dealing with sexual harassment, was built into the assertiveness program this year.

In 1983 DHS also began use of the expanded certification and coding system, coordinated by the Department of Personnel. This enables the AA Officer to monitor applicant flow and build an improved data base for affirmative action goals.

**Audit Division.** The Department of Human Services Audit Division is made up of two units, the Social Service Audit Unit and the Health Care Audit Unit.

The Social Service Audit Unit completes audits of grants and contracts of the Bureaus within the Department and their funding sources as follows:

Bureau of Social Services—Title XX, USDA, and Residential Treatment Costs; Bureau of Maine's Elderly—Title III-C, SCEP, State L.D.'s, and PSSP; Bureau of Rehabilitation—OADAP, and Rehabilitation; Bureau of Health—Maternal and Child Welfare and WIC; Bureau of Medical Services—Medicaid Programs.

These grants and contracts represent a purchase of Social Service Agreement between non-profit provider agencies and the Department of Human Services. The audit verifies payment to agencies, determines that the purpose which the funds were expended were proper, and that the terms of the contract were observed. This audit process serves to assure that the providers observe adequate fiscal standards in agency operations and that the services are available at a reasonable cost.

The Health Care Audit Units audit hospitals, nursing homes, nursing homes for the mentally retarded, boarding homes, home health agencies, and EPSDT units on an annual basis, for the purpose of determining the "reasonable cost" of providing care and the determination of an annual settlement. The settlements for the hospitals, home health agencies, boarding homes, skilled nursing facilities, and EPSDT units are all made on the Retrospective System. For the intermediate care facilities (ICF) and the intermediate care facilities for the mentally retarded (ICF/MR) reimbursement is made on the Prospective System where a rate is assigned by the Division of Audits in advance of the operating year based on a selected inflationary factor and the nursing home costs are limited to that basis as a maximum operating rate. These facilities are audited annually and any savings between the assigned rate and the actual operating rate is shared with the Department with the amounts being determined at audit. The Health Care Audit Unit is responsible for assigning these rates both on the Prospective System for the ICF and ICF/MR facilities and the Retrospective System for the skilled nursing facilities and boarding homes. The unit is also available to handle other specialized audits of Health Care Programs, such as, services provided by physical and occupational therapists, physicians, pharmacies, etc.

**Staff Education and Training Unit.** The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel.

Unit staff deliver the majority of generic training programs and provide coordination and support for all Departmental training efforts by working with program administrators and field staff. The Unit identifies, trains and coordinates the efforts of other Departmental personnel who may serve as trainers, for brief periods. The Unit also maintains a continuously updated inventory of highly specialized contract trainers. Training programs are presented around the State, utilizing state facilities when possible. Programs are available to virtually every employee of the Department who participate in an annual needs assessment. The training topics cover such varied areas as basic skills and knowledge, career development, individual development as well as highly specialized programs such as Identification of Child Abuse, Legal Skills and Foster Parent training. Funds are available to support employee participation in undergraduate and graduate courses, external workshops, seminars and other educational programs. Attendance at such programs is recorded on a Staff Training Record System, and Continuing Education Units are awarded to help meet professional development needs.

**FINANCES, FISCAL YEAR 1983.** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| OFFICE OF MANAGEMENT AND BUDGET | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,680,312 | 1,163,039 | 18,516 | | 1,498,757 | |
| Health Benefits | 109,870 | 44,500 | 608 | | 64,762 | |
| Retirement | 421,936 | 178,555 | 2,088 | | 241,293 | |
| Other Fringe Benefits | 17,062 | 6,301 | 82 | | 10,679 | |
| Computer Services—Comm. | 274 | | | | 274 | |
| Computer Services—State | 134,317 | 54,773 | 14 | | 79,530 | |
| Other Contractual Service | 612,437 | 113,460 | 662,262 | | —163,285 | |
| Rents | 54,524 | 939 | | | 53,585 | |
| Commodities | 137,688 | 5,355 | 2,716 | | 129,617 | |
| Grants—Subsidies—Pensions | —5,049 | 363 | | | —5,412 | |
| Equipment | 35,459 | 1,835 | 2,912 | | 30,712 | |
| Transfers to Other Funds | 40,824 | | 11,564 | | 29,260 | |
| **TOTAL EXPENDITURES** | 4,239,654 | 1,569,120 | 700,762 | | 1,969,772 | |

# DIVISION OF MATERNAL AND CHILD HEALTH

## JOHN C. SERRAGE, M.D., DIRECTOR

*Central Office:* 157 Capitol Street, Augusta *Telephone:* 289-3311
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333
*Established:* 1937 *Sunset Review Required by:* June 30, 1991
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144F; *Citation:* 22 M.R.S.A., Sect. 1950

**PURPOSE:** The goal of this Division is to assure all mothers in Maine access to quality maternal and child health services. The program emphasis is on low income and rurally isolated mothers and children, and children who are crippled or suffering conditions leading to crippling.

**ORGANIZATION:** The Division of Child Health was organized as the Division of Maternal and Child Health and Crippled Children's Services within the Bureau of Health in 1937. In 1972, Medical Eye Care was added to the division and then became known as Division of Specialized Medical Care.

**PROGRAM:**

**Medical/Dental Services Program.** The eight projects and activities constituting this program were first considered as a program entity following the performance in FY 79, of an analysis of the Division's structure which suggested that the several projects and activities which had always been considered as separate entities did in fact have in common enough elements to justify grouping them as a single and coherent program. The eight sub-programs, some of which are managed centrally from the Augusta Program office, and others locally, through a grant or contract mechanism, are listed below. The centrally operated sub-programs are: Crippled Children's Services, SSI Handicapped Children's Program, Medical Eye Care and Sudden Infant Death Syndrome Service. The grant-managed units are: Mental Retardation Project—Waterville and Lewiston Components, Handicapped Children's Program—Eastern Maine Medical Center, Children's Dental Project, and Rural Dental Project. In addition, the Division provided funding for the following special projects related to the Medical/Dental Services Program: Neonatal Intensive Care Center, Maine Medical Center and the Poison Control Center, Maine Medical Center.

The element common to these entities is the fact that they are all designed to serve the population which already has, or is suspected of having, a particular disease problem. This distinguishes them from the several other Division programs and projects, in which the principal emphasis is prevention or detection. For the most part, the program deals with chronic handicapping conditions, but it can also occasionally address certain acute diseases, since these can sometimes result in complications which are crippling.

The services rendered by the program in FY 81 were for the most part purchases from private sector providers, only counseling being provided by program staff. The several purchased services included, in varying combinations for each sub-program: diagnosis; treatment (including surgical, medical, special equipment, drugs, therapies, et. al.); laboratory; radiology; transportation; dental; health education; and counseling. In FY 81, the program served an estimated 7,000 persons if Medical Eye Care is included (or 2,500 if it is excluded).

In FY 81 the program staff expected to accomplish the following objectives: (1) assure that the persons referred to the program because of handicapping conditions receive health care appropriate to their needs; (2) to continue to implement changes recommended by the Federal review team, and Governor's Task Force on Maternal and Child Health as resources permit; (3) to have initiated the development of ongoing Program evaluation for use in planning and administration, to consist of the following major components: a. by means of a state-wide health status survey, collect and analyze prevalence data on crippling conditions of the whole Maine population and of the population under age twenty-one as a sub-group, in order to establish the population in need of Program services. Structure the survey to yield suitable data to define the eligible population (e.g., income, geographical distribution); b. devise a method for measuring the change in functional limitation of crippled individuals resulting from the provision of Program services by developing (or adapting) suitable rating procedures; c. determine the feasibility of converting all Program client records to a true problem-oriented record system, as a means of assuring that clients receive appropriate care.

**Division of Maternal and Child Health.** The term "Maternal and Child Health (MCH) Services" refers to a group of preventive services which we consider necessary for the health of mothers and children. Because of the focus upon the health of children, these services have an indirect affect on all Maine citizens as they reach adulthood. Primary responsibility for the delivery of MCH services rests upon Maine's 386 family physicians, 75 obstetricians and 83 pediatricians working in their private offices, hospital based clinics, rural health centers and in the state's six family practice residency programs. Through its MCH Program, the Division of Child Health works with physicians to coordinate and improve these services, make them available to as many people as possible and to encourage the development in Maine of advances in these services as they appear elsewhere in the country. Within its limited financial resources, the Division of Child Health attempts to provide these services where they are not available through the private sector.

For many years the Division of Child Health received a large Title V grant and most of its efforts to affect health care were through the purchasing of services and awarding of funds to various agencies across the state. Because these Title V funds (now called the MCH Block grant) have been reduced, the awarding of these funds has become only one of the ways that the Division staff utilizes to achieve its goals. The Division staff also works through the encouragement of other agencies and individuals to pursue MCH health objectives and through direct activities of its own.

There is general agreement around the country concerning the essential maternal and child health services, although some may be emphasized more than others in a particular state or region. The Division of Child Health program is described in the following under the headings of each of these services.

**Prenatal Care.** Through a grant to the perinatologist at the Maine Medical Center, the Division of Child Health funds a program of continuing education for the professionals in the state who provide prenatal care. The Division also directs the state's WIC Program which provides food supplements for eligible pregnant women. The Division staff regularly monitors the utilization of prenatal care through vital statistics data, and maintains regular contact with the Executive Committee of the state chapter of the American College of Obstetrics and Gynecology to discuss common objectives.

**Nutrition Counseling.** The Division of Child Health employs a nutritionist who is available to all health professionals for nutrition consultation in the maternal and child health areas. The Inter-Agency Nutrition Network has been organized and publishes a monthly newsletter "*Nutrition Notes*".

In-service education in nutrition is provided for health professionals in the state. Two brochures on child feeding and nutritional requirements in pregnant teenagers have been developed and are available to anyone who wishes them. A nutrition education package has been developed which will be offered to the state's 16,000 Girl Scouts.

**WIC Program.** The Special Supplemental Food Program for Women, Infants and Children (WIC) was conceived to address identified nutritionally related gestational and early childhood disorders within a high risk (low income) population. The Program provides specific nutritious foods, nutrition education and counseling to pregnant, postpartum and breast feeding women, to infants and to children (up to age 5). The Division contracts with eleven local agencies for provision of these services across the state.

**Prenatal and Childbirth Education.** The Division has supported the efforts of the Eastern Maine Medical Center and the University of Maine, Orono, to standardize the training of childbirth educators and to have that training accredited.

**Maternity Care.** The Division of Child Health provides postpartum Rh antibody testing, and Rhogam where indicated, for low income Rh negative women. The Division also provides professional education to nurses and physicians in quality obstetric care through grants to Maine Medical Center and through its own sponsored activities. The Division encourages Perinatal Review at the hospital level through a review of the linked birth-death certificates each year and the provision of appropriate information to each hospital staff. The Division staff reviews vital statistics data each year and notes any trends. The Division assisied in a revision of the birth certificate to improve the reporting of obstetrical data.

**Newborn Special Care.** The Division of Child Health is working with other interested parties to solve the problem of reimbursement of ambulance costs for transporting sick neonates. The Division of Child Health has included these costs on the Crippled Children's Program for eligible individuals and also granted a small amount to Maine Medical Center for ambulance costs. The Division of Child Health also funds a neonatal special care follow-up program through a grant to the Maine Medical Center.

**Genetic Disease Screening.** The Division of Child Health staff coordinates the services of the New England Newborn Screening Program in the state and sees to it that those infants with abnormal findings are followed up and, if affected, referred to the Crippled Children's program for evaluation. Females of child bearing age affected with PKU receive genetic counseling and are encouraged to become a part of the New England Maternal PKU study.

**Parenting Education.** The Division of Maternal and Child Health is concerned about the damage suffered by children from the consequences of family dysfunction. The Division coordinates its efforts for these children with the Protective Services Unit of the Department of Human Services and is coordinating workshops for agencies providing public health nursing services, for school nurses and for agencies providing family planning services. The workshops are intended to make them aware of the problem and what can be done about it. The Division of Maternal and Child Health is attempting to interest the childbirth educators in continuing with their clients after the birth for the provision of parenting education. The Division also funds public health nursing services in parts of the state to work with families at high risk of abusing or neglecting their children. A demonstration project was funded in Norway, Maine to provide services to families with parenting problems. Parenting eduction through adult education and to high school students have been provided. Services to rural, isolated families with parenting problems are also available, through this project.

**Routine Well Child Care.** The Division of Maternal and Child Health through the Division of Public Health Nursing (DPHN) and through grants to other agencies funds a network of well child clinics for those children who do not have access to private physicians or other care. Well child care includes a physical examination, laboratory tests, counseling, developmental assessment and immunizations. The Division of Maternal and Child Health also provides professional education for the providers of this care throughout the state.

**Immunizations.** The Director of the Division of Child Health advises the Director of the Bureau of Health on immunization related matters. In addition the Division helps fund the immunization program in the Division of Disease Control. Immunizations are also provided in the well child conferences described above.

**Developmental Testing.** The Division of Child Health staff is attempting to standardize the screening of child development done by physicians and public health nurses through the Handbook of Standards for Preventive Child Health Care. The Division of Child Health staff also manages grants for the funding of three regional Child Development Clinics in Lewiston, Waterville and Bangor. These clinics provide a comprehensive, multidisciplinary evaluation for children 0-5 years of age who are developmentally delayed or suspected of being developmentally delayed. The Division, through membership on the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC), coordinates its activities in child development with those of the Department of Mental Health and Mental Retardation, Bureau of Mental Retardation, and the Department of Education and Cultural Services, Division of Special Education. The Division through its membership on ICCPHC and the state D. D. Council influences the Preschool Handicapped Children's Coordination System in the state.

**Early Intervention.** Children in the state who have slow development (and, therefore, a potentially handicapping condition), do not always have access to treatment facilities and intervention services after they have been diagnosed. The Division of Child Health is working with the Maine Early Intervention Consortium, the Developmental Disabilities Council and the members of the ICCPHC in an attempt to alleviate this problem.

**Genetic Counseling and Education.** The Division of Maternal and Child Health through grants to the Foundation for Blood Research and the Eastern Maine Medical Center helps to underwrite genetic testing, counseling, and diagnostic services in the state. The Division of Maternal and Child Health also helps to underwrite the cost of the Alpha feto protein screening test in Maine as a service to Maine's pregnant women and to screen autistic children for the Fragile X Syndrome. Education in genetics is provided to professionals and the public through these grants and through the Division's own education activities. The Division is working with the New England Regional Genetics Group to regionalize clinical and educational genetic services as well as to assure quality control of these services.

The Division of Maternal and Child Health has also established a relationship with the state's Hemophilia clinics as federal funding is threatened.

**Dental Health Education.** The Division of Maternal and Child Health provides funds to the Office of Dental Health to assist interested schools in developing dental health education programs and make fluoride supplements available to children attending participating schools.

**Health Education.** The Division of Maternal and Child Health funds three (3) personnel lines within the Division of Health Education. Through a grant to the Maine Lung Association, the Division funds the School Health Education Project whose efforts are aimed at teachers for the ultimate benefit of Maine's school age children. The Division of Child Health also provides professional and public education in health matters through its various grants and its own activities.

**Adolescent Health Care.** The Division of Maternal and Child Health grants funds to the Adolescent Pregnancy Coalition to provide a range of basic services to pregnant teens and teenage parents in Maine. Monies are awarded for Peer Counseling Programs through the Lewiston YWCA and the Aroostook County Community Action Program; mini-grants have funded a teen theater project and a Family Life Education teacher training effort. The Division conducted an adolescent health issues conference.

**School Health Services.** The Division of Maternal and Child Health funds a school health education consultant in the Department of Education. The Division of Maternal and Child Health conducts the Spinal Screening Training for school personnel who are selected to screen students in schools. The Division of Maternal and Child Health works cooperatively with the school nurse consultant, Department of Educational and Cultural Services in developing standards of health care for school age children.

**Accident Prevention.** The Division of Maternal and Child Health, through a grant to the Maine Medical Center, helps to fund Maine's Poison Control Center and through a number of small grants has provided twenty-seven hospitals with poison prevention programs aimed at young children and their parents. The Division supports the child auto safety education program, has helped hospitals establish loan programs, and will continue to work with the Department of Public Safety to increase the availability of these programs. The Division, through the Division of Public Health Nursing, helps fund programs involving Sudden Infant Death, home monitoring and lead poisoning. Counseling on home, auto and recreational safety is carried out in Well Child Conferences described elsewhere.

**Handicapped Children's Program.** While other Division programs are primarily concerned with primary and secondary prevention activities, the **Handicapped Children's Program** is treatment oriented and has two major components — the Crippled Children's Program and Child Development Clinics.

The Crippled Children's Program is a statewide direct service program that assists families of handicapped children in obtaining the specialized medical care they need and might not otherwise receive. Eligibility requirements include Maine residency, age, family's income status, and the presence of a selected chronic disease or condition that interferes with normal growth and effective functioning that reasonably can be improved by specialty medical treatment. The program directly provides medical case management and coordination services and authorizes specialty physician services for low income children suffering from heart disease, scoliosis, cleft lip and palate, severe hearing impairments and other handicapping conditions.

The program also administers funding to four Child Development Clinics, presently located in Caribou, Bangor, Waterville and Lewiston. These clinic sites provide comprehensive, multidisciplinary evaluation and prescriptive programming services for Maine's developmentally delayed pre-school population.

**Early Intervention.** Children in the state who have slow development (and, therefore, a potentially handicapping condition), do not always have treatment facilities and intervention services after they have been diagnosed. The Division of Maternal and Child Health is working with the Maine Early Intervention Consortium, the Developmental Disabilities Council and the members of the Interdepartmental Coordinating Committee for Preschool Handicapped Children in an attempt to alleviate this problem.

The **Medical Eye Care Program** is a statewide program that provides specialty medical care to low income individuals with an eye disorder that would progress to blindness if not treated; limited services are available to low-income individuals with severe refractive problems.

**Scoliosis.** The Division of Maternal and Child Health has assumed responsibility for carrying out the activities mandated in the Spinal Screening legislation, specifically assisting the various school systems in Maine in the implementation of the law.

**Family Planning Services.** The Division of Maternal and Child Health supplements Title X funding of family planning services (including pregnancy testing) for people who do not have access to other health professionals providing those services. Special attention is directed toward adolescents. The Division funds the Family Planning Association of Maine to provide public and professional education; employees of family planning clinics are encouraged to participate in DMCH educational activities. The Division Director also serves on the Medical Advisory Committee of the Family Planning Association.

**Public Health Nursing.** The Division of Maternal and Child Health through support of Division of Public Health Nursing and through grants to other public health nursing agencies funds the services of public health nurses throughout the state. Public health nursing provides home visiting services to pregnant women, infants and children who are at high risk for developing health problems including family dysfunction. The Division of Child Health also provides professional education for the state's public health nurses.

**LICENSES, PERMITS, ETC.:**

Screeners Certificate—Scoliosis

**PUBLICATIONS:**

Maine's Child Safety Seat Program (brochure)
Frequently Asked Questions About Congenital Hypothyroidism
What Should You Know About Newborn Screening
Symptom: Night Blindness...Retinitis Pigmentosa
Genetic Counseling
Be Good To Your Baby Before It Is Born
Baby's First Food
Food Thoughts for Pregnancy During the Teen Years
MCH—A Healthy Start
The Special Supplemental Food Program for Women, Infants and Children Brochure—Revised April 1982

ALL BROCHURES ARE FREE

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| OFFICE OF CHILD HEALTH (HUMAN SERVICES) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 519,290 | | | | 519,290 | |
| Health Benefits | 19,418 | | | | 19,418 | |
| Retirement | 84,202 | | | | 84,202 | |
| Other Fringe Benefits | 4,294 | | | | 4,294 | |
| Computer Services—State | 57,126 | | | | 57,126 | |
| Other Contractual Service | 232,198 | | | | 232,198 | |
| Rents | 27,446 | | | | 27,446 | |
| Commodities | 13,574 | | | | 13,574 | |
| Grants—Subsidies—Pensions | 121,065 | 2,363 | | | 118,702 | |
| Equipment | 20,475 | | | | 20,475 | |
| Transfers to Other Funds | 15,422 | | | | 15,422 | |
| **TOTAL EXPENDITURES** | 1,114,510 | 2,363 | | | 1,112,147 | |

# BOARD OF REGISTRATION IN MEDICINE

**JOHN B. MADIGAN, M.D., CHAIRMAN**

*Central Office:* Eastside Professional Bldg., Augusta Rd., Winslow *Telephone:* 873-2184
*Mail Address:* R.F.D.#3, Box 461, Waterville, Maine 04901

*Established:* 1895 *Sunset Termination Scheduled to Start by:* June 30, 1992

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 373; *Citation:* 32 M.R.S.A., Sect. 3263

*Average Count—All Positions:* 4 *Legislative Count:* 0

*Organizational Units:*
Examiners of Podiatrists

**PURPOSE:** The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon documentation of certain continuing medical education requirements and payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians. In addition, the Board has various responsibilities in connection with administration of the Examiners of Podiatrists.

**ORGANIZATION:** As established in 1895, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Today members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by requiring the appointment of a public member. Beginning July 1, 1983 the Board again will be enlarged by two for a total of nine members. Seven members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment; two members must be representatives of the public. The Board meets in July of uneven- numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. Special meetings are held in January, May and September.

Two members of the Board together with appointees by the Governor constitute the Board of Examiners of Podiatrists.

**PROGRAM:**

**Meetings.** The Board holds meetings every two months to permit adequate management of its activities. In addition to three statutorily required meetings in March, July and November, special meetings are held in January, May and September. This year a fourth special meeting was held in March.

The Secretary represented the Board at regular meetings of the Committee on Continuing Medical Education of the Maine Medicine Association and at public hearings and work sessions on proposed bills affecting the Board and the medical profession.

The Executive Secretary accompanied him to public hearings before the Performance and Audit Committee.

The Secretary, Executive Secretary and Public member met with the Maine Chapter of the American College of Obstetrics and Gynecology to discuss issues pertaining to lay midwifery.

The Secretary enjoys membership on the Board of Directors of the Federation of State Medical Boards (FSMB) and on FSMB's FLEX Test Committee. He attended several Board and Committee meetings throughout the year.

The Chairman, Secretary and Executive Secretary attended the annual meeting of the Federation of State Medical Boards. The Executive Secretary was appointed to the Board of Directors of the Federation (FSMB's first female member).

**Licensure.** The Board utilizes the Federation Licensing Examination (FLEX) as its tool for determining clinical competence or fitness to practice medicine. When FLEX was initially conducted in June 1968, Maine was one of the original seven states to participate. Thirty candidates were present at the first FLEX. Now in its sixteenth year, FLEX has been adopted by all fifty states, the District of Columbia, Virgin Islands, Guam, Canal Zone and the Canadian Province of Saskatchewan. It provides a uniform nationwide standard for medical licensure. It is conducted simultaneously throughout the country in June and December each year. During calendar year 1982 a total of 389 medical doctors were issued permanent licensure to practice medicine; 220 by examination and 169 by endorsement of credentials. Twenty-nine physicians requested and were granted reinstatement of their Maine license. Two hundred twenty-three temporary or limited licenses were issued: 32 locum tenens, 60 camp (seasonal) licenses, and 131 temporary educational permits for hospital residents.

Forty physicians applied for and were granted approval to supervise physician extenders; 21 physician's assistants were issued certificates of qualification and registration. Currently there are 106 physician's assistants rendering medical services in Maine.

**Reregistration & Continuing Medical Education.** As mandated by the 109th legislature, physicians actively practicing medicine in the State of Maine are required to complete 100 hours of continuing medical education (CME) in order to reregister with the Board. Illness or other extenuating circumstances are reasons for requesting an extension of time to complete the requirements. Physicians who do not actively practice medicine in Maine may be excused from completing CME requirements by submitting to the Board an affidavit certifying that they will not render medical services during the reregistration biennium.

Reregistration officially closed on October 1, 1982; 1830 doctors licensed and living in Maine reregistered. Seventy-seven of these signed affidavits certifying they would not render medical services during the biennium beginning July 1, 1982, and were placed in inactive status. Since then, two have completed the requirements and their licenses have been restored to active status.

Twenty-one physicians were granted an extension of time; 14 of these failed to complete the requirements and their licenses automatically lapsed on January 1, 1983; 5 have since been reinstated. One physician was granted a waiver because of illness.

A total of 2,971 out-of-state physicians reregistered.

**Investigations and Actions.** The Board of Registration in Medicine receives complaints and reports against medical doctors from the public, the profession, law enforcement agencies and other government agencies. The Board on its own motion occasionally initiates certain investigations. The Board responds in varying degrees to each and every complaint.

During 1982, sixty-three complaints and/or reports were filed: 59 against physicians and 4 against physician's assistants. Added to eleven pending cases from 1981, the Board considered a total of 74 cases during calendar year 1982.

A large proportion of complaints received are non-jurisdictional cases. These include fee disputes, patients trying to obtain access to their medical records or complaints against other professionals. In these cases, the Board tries to mediate a resolution, dismisses the complaint or refers it to the appropriate agency. Six cases were resolved by mediation; nine were dismissed and seven were referred to other agencies. In 24 cases, the Board found no cause for action.

Two formal hearings were held: after hearing, one case was dismissed, the second case resulted in censure and probation for the physician; he has appealed the Board's decision. One physician voluntarily surrendered his DEA certificate and terminated his practice of medicine. The Board issued one reprimand, three advisories, and denied to one applicant admission to the examination. On December 31, 1982, seven physicians were under surveillance, two continued to meet their terms of probation and one continued to meet the terms of conditional licensure. Twenty cases were pending further investigation or hearing.

**Legislation.** Bills enacted by the 111th Legislature which affect the Board of Registration in Medicine include Ch. 176 of the Public Laws (L.D. 1390) relating to periodic justification of agencies under the Maine Sunset Laws. The Board of Registration in Medicine has been continued and enlarged by the addition of two members: one public member and one physician for a total membership of nine. Chapter 378 of the Public laws (L.D. 1618) standardizes the disciplinary proceedings of health profession licensing boards. It provides for uniform proceedings, sanctions and grounds for discipline. Major changes include provisions for consent agreements and for voluntary surrender of license.

**Other Activities.** Incoming and outgoing mail totaled 25,287 pieces: 11,052 incoming; 14,235 outgoing. In addition to routine tasks, the Board

—reviewed and approved the budget for 1984-85 and the annual report for FY 1982;

—met with the Executive Director of the Maine Medical Association to discuss proposed rules;

—met with representatives of the Maine Society of Eye Physicians and Surgeons to discuss certain optometrical services currently covered by third party payors;

—declared that out-of-state physicians must be licensed to practice medicine in the State of Maine before they may render emergency medical care in Maine hospitals;

—reviewed and approved an opinion formulated by the Board's counsel indicating that work performed by a medical examiner does not fall within the meaning of "professional health care";

—issued an advisory ruling with respect to physician signatures on medical records prepared by a physician extender;

—communicated with the Consumer and Antitrust Division of the Attorney General's office to request guidance for collecting and retaining fee information to meet its statutory obligations;

—denied three requests for exceptions to the rules governing physician's assistants;

—rejected a proposal for the production of TV programs;

—granted a request for monies for the development of regional continuing medical education programs;

—developed a policy for authorizing the release of computerized physician listings;

—discussed proposed legislation concerning chiropractic and midwifery;

—reviewed liability claims reports from the Superintendent of Insurance;

—reviewed and accepted a report from Medical Care Development pertaining to the development of CME programs during 1982 and renewed the agreement with MCD for similar services during 1983.

**LICENSES, PERMITS, ETC.:**

License:
- License to Practice Medicine and Surgery
- Certificate of Reregistration
- License to Practice Medicine and Surgery as a Camp Physician
- License to Practice Medicine and Surgery as Locum Tenens
- Temporary Educational Permit
- Physician's Assistant Certificate of Qualification
- Physician's Assistant Certificate of Registration

**PUBLICATIONS:**

*Medical Directory 1982-1983* ($20.00)
(Includes roster of physicians, Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants, Principles of Medical Ethics)

*Medical Practice Act* (Free)
(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)

*Compilation of Laws, Rules & Regulations Pertaining to Physician's Assistants*
(Includes Sections 3270-A, B, C, of the Medical Practice Act relating to Physician's Assistants and Rules and Regulations governing supervision/delegation of medical services to physician extenders.)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF REGISTRATION IN MEDICINE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 73,366 | | 73,366 | | | |
| Health Benefits | 2,822 | | 2,822 | | | |
| Retirement | 9,206 | | 9,206 | | | |
| Other Fringe Benefits | 353 | | 353 | | | |
| Other Contractual Service | 74,113 | | 74,113 | | | |
| Rents | 11,412 | | 11,412 | | | |
| Commodities | 2,235 | | 2,235 | | | |
| Grants—Subsidies—Pensions | 10,000 | | 10,000 | | | |
| Equipment | 1,010 | | 1,010 | | | |
| Transfers to Other Funds | 3,111 | | 3,111 | | | |
| **TOTAL EXPENDITURES** | 187,628 | | 187,628 | | | |

# BUREAU OF MEDICAL SERVICES

## JAMES H. LEWIS, DIRECTOR

*Central Office:* Whitten Road Office Bldg., Hallowell *Telephone:* 289-2674
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* 1978 *Sunset Review Completed:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144D; *Citation:* 22 M.R.S.A., Sect. 1

*Average Count—All Positions:* 138 *Legislative Count:* 152

*Organizational Units:*

- Central Administration
- Office of Medicaid Operations
  - Division of Medical Claims Review
  - Division of Patient Classification
  - Division of Surveillance & Utilization Review
  - Early and Periodic Screening, Diagnosis and Treatment Program
- Office of Survey Operations and Cost Containment Programs
  - Boarding Home Program
  - Division of Cost Containment
  - Division of Licensing and Certification

**PURPOSE:** The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing programs. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Medical Services, Medicaid Intermediate Care Services, Catastrophic Illness, Drugs to Maine's Elderly, and the Boarding Home Program.The need for effective administration for these programs is indicated by their aggregate expenditure and its influence on the state budget, Maine's health care delivery system, long term care services and the health status of Maine's citizens. The total expenditure for these programs during the most recent State fiscal year (FY 83) was approximately $200 million. The Bureau is also responsible for the licensure and certification of hospitals, nursing homes and other health related institutions. There is a direct interrelationship between the standards established for licensure and the financing of the above programs.

**ORGANIZATION:** The Bureau of Medical Services was established in the spring of 1978 as a part of a Departmental reorganization plan. The Department's medical and health related programs were consolidated under the Office of Health and Medical Services. The Bureau was recently restructured and administers its activities through the following operational units: Central Administration; Office of Medicaid Operations—Division of Medical Claims Review, Division of Patient Classification, Division of Surveillance and Utilization Review; and the EPSDT Unit; Office of Survey Operations and Cost Containment Programs—Boarding Home Program, Division of Cost Containment, Division of Licensing and Certification. The Central Administration Unit provides the overall direction for the Bureau, coordinates the activities of the operational units, promulgates rules, maintains state plans and related documents, and oversees the activities necessary for fiscal accountability.

The Division of Medical Claims Review processed 2,513,895 claims during FY 83. This unit has developed and maintains a highly sophisticated automated claims processing system. The Provider Relations, Professional Review, and Third Party Benefit Recovery Units are included in this Division.

The Division of Patient Classification is responsible for determining the level of care needed by Medicaid patients who apply for long term care services, as well as, monitoring certain other services which relate to this population.

The Division of Surveillance & Utilization Review monitors the medical services provided and determines the appropriateness and necessity of the services. These findings are used as a basis for assuring the appropriate quality, quantity and necessity for services reimbursed by the Department.

The Boarding Home Program is responsible for developing licensing standards and reimbursement policies for Maine Boarding Homes. This program participates in the analysis of the need for new boarding home development, and allocating new beds in various sections of the State.

The Division of Cost Containment is responsible for analyzing program characteristics and developing methods to improve program efficiency.

The Division of Licensing and Certification surveys hospitals, nursing and other medical and health related institutions to determine if they meet the standards for Medicare Certification, Medicaid Certification and State Licensure.

**PROGRAM:** Some of the Bureau's most significant accomplishments during FY 83 were: 1) Received federal approval to implement community rehabilitation residence services for certain chronically mentally ill individuals under a Medicaid waiver. 2) Requested a grant award from HCFA under the 1% Third Party Liability/Fraud and Abuse Offset Initiative. The application for the award was based on cost avoidance efforts which recovered over 1% of federal financial participation in Maine Medicaid. The award is expected to save the State $1.3 million dollars. 3) Applied for federal approval to serve certain mentally retarded individuals at home in the community under a Medicaid Waiver. 4) Continuation of prompt payments to providers of health care services rendered to the approximately 142,000 eligibles under Maine's Medicaid Program during FY 83.

**Medical Care Services.** Approximately 142,000 Maine residents were eligible for Medicaid benefits during at least one month of FY 83. These individuals qualified for Medicaid as either recipients of Aid to Families with Dependent Children (AFDC) or Supplemental Security Income (SSI) or were determined to meet the eligibility criteria as a "medically needy" individual or family. The following services, when medically necessary, are covered with some limitations: Ambulance, Audiology, Chiropractic, Family Planning Clinic, Home Health Agency, Hospital, Independent Laboratory, Durable Medical Equipment and Supplies, Mental Health Clinic, Physician, Podiatrist, Pharmacy, Psychologist, Rural Health Clinic, Skilled Nursing Facility, and Speech and Hearing Clinic and Speech Pathology. Individuals under 21 years of age are covered for Early & Periodic Screening, Diagnosis & Treatment (EPSDT) Services which include eyeglasses, dental care, and hearing aids. Approximately 3,600 medical providers are enrolled in the program to provide the services. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 68%.

**Intermediate Care Services.** This program is provided for eligible recipients who require nursing home care. During FY 83 the program provided reimbursement for 9,000 Aged, Blind or Disabled residents in the 140 Intermediate Care Facilities located throughout the state. An additional 700 recipients were residents in homes designed to offer rehabilitation and habilitation programs specifically related to the needs of mentally retarded individuals. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 68% under the Medicaid Program.

**Catastrophic Illness Program.** This program was implemented on July 1, 1974, and only six other states have programs of this type. It was one of the first totally State funded programs designed to meet the needs of individuals who incur large medical expenses, but do not have sufficient assets and/or coverage by private insurances and do not qualify for Medicaid benefits or other federally funded programs. The deductible was increased effective July 1981, to help keep the program in line with inflationary changes. During FY 83 approximately 843 Maine residents received assistance with their medical bills. The following services, when medically necessary, are covered with some limitations: Ambulance, Medical Supplies and Durable Medical Equipment, Hospital, Independent Laboratory, Physician, Prescription Drug, and Skilled Nursing Facility.

**Drugs to Maine's Elderly.** This program was implemented in October 1977. It was designed to assist elderly Maine residents who need assistance paying for prescription drugs, and who did not qualify for Medicaid benefits or other assistance programs. A copayment of $2.00 for each prescription is required. Approximately 25,000 elderly Maine citizens received assistance in paying for an average of 10,000 prescription drugs per month during FY 83. Only life-sustaining drugs for heart disease, hypertension and diabetes are covered under this program.

**Boarding Home Program.** Consolidation of the Boarding Home Program within the Bureau of Medical Services was initiated in April 1981. There are approximately 3,300 Maine residents in licensed boarding homes, and 2,000 receive financial assistance from the Department's Boarding Home Program.

**LICENSES, PERMITS, ETC.:**

Application for the following licenses may be made to: Division of Licensing and Certification, Bureau of Medical Services, Department of Human Services, Station #11, State House, Augusta, Maine 04333 (Tel. 289-2606) or at Whitten Road Office Building, Hallowell, Maine.

(1) Hospitals
(2) Boarding Homes
(3) Skilled Nursing Facility
(4) Intermediate Care Facilities
(5) Intermediate Care Facilities for the Mentally Retarded

Application for Medicare/Medicaid Certification may also be made for the following:

(1) Home Health Agencies
(2) Rural Health Clinics
(3) Renal Dialysis Centers
(4) Renal Transplant Centers
(5) Speech and Hearing Centers
(6) Independently Practicing Physical Therapists
(7) Psychiatric Hospitals
(8) Independent Laboratories
(9) Chiropractors

**PUBLICATIONS:**

Publications available from the Bureau of Medical Services are as follows:

( 1) Maine Medical Assistance Manual
( 2) Regulations for the Licensure of General and Specialty Hospitals
( 3) Regulations Governing the Licensing and Functioning of Skilled Nursing and Intermediate Care Facilities
( 4) Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for the Mentally Retarded
( 5) Regulations Governing the Licensing and Functioning of Boarding Homes
( 6) Principles of Reimbursement for Long Term Care Facilities (SNFs, ICFs)
( 7) Principles of Reimbursement for Intermediate Care Facilities for the Mentally Retarded
( 8) Policies for Boarding Care Facilities on Cost Reimbursement
( 9) Allowances for Health Care Services
(10) Billing Instructions for Health Care Providers
(11) Annual Fee Review

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF MEDICAL SERVICES (HUMAN SERVICES) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,327,276 | 764,736 | | | 1,562,540 | |
| Health Benefits | 93,230 | 30,034 | | | 63,196 | |
| Retirement | 372,674 | 120,133 | | | 252,541 | |
| Other Fringe Benefits | 15,852 | 4,672 | | | 11,180 | |
| Computer Services—State | 1,056,627 | 217,938 | | | 838,689 | |
| Other Contractual Service | 1,115,374 | 561,714 | | | 553,660 | |
| Rents | 39,254 | 22,433 | | | 16,821 | |
| Commodities | 51,171 | 44,253 | | | 6.918 | |
| Grants—Subsidies—Pensions | 200,351,822 | 63,981,150 | —6,471 | | 136,377,143 | |
| Equipment | 15,080 | 105 | 6,484 | | 8,491 | |
| Transfers to Other Funds | 55,149 | | 8 | | 55,141 | |
| **TOTAL EXPENDITURES** | 205.493,509 | 65,747,168 | 21 | | 139,746,320 | |

# STATE BOARD OF NURSING

**FLORENCE D. PYLES, R.N., PRESIDENT**
**JEAN C. CARON, R.N., Executive Director**

*Central Office:* 295 Water St., Augusta *Telephone:* 289-2921
*Mail Address:* 295 Water St., Augusta, Maine 04330

*Established:* 1915 *Sunset Termination Scheduled to Start by:* June 30, 1992

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 380; *Citation:* 32 M.R.S.A., Sect. 2151

*Average Count—All Positions:* 7 *Legislative Count:* 8

**PURPOSE:** The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to accredit such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw accreditation from such nursing educational programs for failure to meet requirements; to approve educational programs that prepare registered professional nurses to perform services in the diagnosis of illness or prescription of therapeutic or corrective measures when such services are delegated by a licensed physician; and to approve programs of training and instruction that prepare unlicensed personnel to perform selected nursing services when such services are delegated by a registered professional nurse.

**ORGANIZATION:** The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

The Board consists of seven members: five registered professional nurses, one licensed practical nurse, and one representative of the public. All members are appointed by the Governor for terms of five years. The Board annually elects from its membership a president and a secretary-treasurer. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

**PROGRAM:** During fiscal year 1982-83 the Board met in ten regular and two special sessions for a total of twenty-one days. In addition, Board members participated in committee meetings; served as proctors for licensing examinations; served as visitors on site visits to educational programs in nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

**Licensure of Nurses.** A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or by endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1982-83, the examination for registered nurse licensure was administered on July 13-14, 1982 and February 1-2, 1983 and the examination for practical nurse licensure on October 19, 1982 and April 19, 1983.

## EXAMINATION FOR REGISTERED NURSE LICENSURE

July 1, 1982—June 20, 1983

| | First Time Writers* | Pass | Fail | Repeat Writers | Pass | Fail |
|---|---|---|---|---|---|---|
| Candidates from Schools in: | | | | | | |
| Maine | 328 | 297 | 31 | 37 | 27 | 10 |
| Other States | 40 | 39 | 1 | 5 | 3 | 2 |
| Other Countries | 0 | 0 | 0 | 2 | 0 | 2 |
| Total | 368 | 336 | 32 | 44 | 30 | 14 |

*90.5% of first time writers from Maine schools of nursing were successful.

## EXAMINATION FOR PRACTICAL NURSE LICENSURE

July 1, 1982—June 30, 1983

| | First Time Writers* | Pass | Fail | Repeat Writers | Pass | Fail |
|---|---|---|---|---|---|---|
| Candidates from Schools in: | | | | | | |
| Maine | 209 | 209 | 0 | 1 | 0 | 1 |
| Other States | 16 | 16 | 0 | 1 | 0 | 1 |
| Other Countries | 0 | 0 | 0 | 1 | 0 | 1 |
| Candidates on basis of: | | | | | | |
| Equivalent Preparation | 50 | 49 | 1 | 0 | 0 | 0 |
| Armed Serv. Med. Train. | 27 | 20 | 7 | 2 | 0 | 2 |
| Total | 302 | 294 | 8 | 5 | 0 | 5 |

*100% of first time writers from Maine practical nursing programs were successful.

## NURSES LICENSED BY ENDORSEMENT

July 1, 1982—June 30, 1983

| | | | |
|---|---|---|---|
| Registered Nurses | | Licensed Practical Nurses | |
| From Other States | 600 | From Other States | 107 |
| From Other Countries: | | From Other Countries: | |
| with examination | 3 | with examination | 1 |
| without examination | 33 | without examination | 5 |
| Total | 636 | Total | 113 |

## REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE

July 1, 1982—June 30, 1983

| | Registered Nurses | Practical Nurses |
|---|---|---|
| Licensed by: | | |
| Examination | 366 | 294 |
| Endorsement | 636 | 113 |
| Renewal | 9,950 | 4,003 |
| Reinstatement | 251 | 153 |
| Total | 11,203 | 4,563 |

**Nursing Education.** A second major responsibility of the Board of Nursing is accreditation of all basic educational programs in nursing that prepare persons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every three to four years. The criteria for approval are contained in the *Standards for Educational Programs in Nursing*.

During FY 83, site visits were made to three basic educational programs in nursing: Eastern Maine Medical Center School of Nursing, SMVTI School of Practical Nursing and

NMVTI, Department of Practical Nursing. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing accreditation to each of the three programs. Presently, Maine has fourteen Board-accredited educational programs in nursing; nine to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follow.

Educational programs in professional nursing are of three types. One is the hospital-based diploma program, which includes Eastern Maine Medical Center School of Nursing, Bangor; Mercy Hospital School of Nursing, Portland; St. Joseph Hospital School of Nursing, Bangor; and St. Mary's General Hospital School of Nursing, Lewiston. A second type is the associate degree nursing program, which includes the Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta; and the Westbrook College Department of Nursing Education, Portland. A third type is the baccalaureate degree nursing program, which includes St. Joseph's College Department of Nursing, North Windham; and the University of Maine School of Nursing, Portland.

Educational programs in practical nursing are offered at CMVTI, EMVTI, NMVTI, SMVTI and KVVTI.

In FY 82, NMVTI was given initial approval to implement an LPN to ADN Upgrade Program and, subsequently, graduated its first class of students in May 1983. Full approval will be sought by the School in FY 84.

**Summary of Board Action.** A brief summary of Board action in FY 83 follows:

—reviewed and accepted for filing the quarterly financial reports and the annual financial statement.

—received reports on renewals and reinstatements of R.N. and L.P.N. licenses during year.

—approved applications for admission to the licensing examinations for registered nurse licensure and practical nurse licensure.

—reviewed results of all licensing examinations and statistical reports on each series or form.

—devoted 3 days to reviewing drafts of test items for future licensing examinations.

—voted not to accept, for purposes of licensure by examination, the Coast Guard's medical assistant course on basis that such course is not comparable to a practical nurse program and does not meet criteria set forth in the Board's Rules and Regulations.

—voted, as policy, that an applicant who fails to meet the NCLEX deadline date for applications will not be admitted to the licensing examination for which applicant has applied.

—voted, as policy, that this jurisdiction will no longer proctor for the licensing examination candidates who are seeking *original* licensure in other jurisdictions.

—voted to deny an applicant admission to the practical nurse licensing examination on basis that it had been 25 years since applicant completed the program.

—voted to grant EMVTI continuing approval to satellite its practical nurse program to Ellsworth for one year.

—voted to grant KVVTI initial approval to implement its proposed LPN to ADN Upgrade Program for two years.

—voted to grant SMVTI initial approval to begin to plan a LPN to ADN Upgrade Program.

—voted to grant Husson College/EMMC approval to implement its proposed BSN program for two years.

—voted to adopt its revision of the position statement on nursing education in Maine and to maintain its current position on mandatory continuing education for licensure.

—voted to fund $1,000 toward the cost of an educational program proposed by the Maine Council of ADN Programs.

—voted that it is permissible for Rehabilitation Teachers, Maine Center for the Blind, to demonstrate to blind diabetic clients a method of withdrawing insulin using an adaptive aid.

—responded to requests relating to questions on the scope or nature of nursing practice.

—ruled that the insertion of indwelling arterial catheters is not within the scope of nursing practice.

—ruled that the role of "first assistant" to the surgeon, including the suturing/stapling of surgical incisions, is not within the scope of practice of licensed nurses.

—voted to request the Board of Registration in Medicine to clarify its position re the practice of hypnosis and hypnotherapy.

—voted to appoint a committee to consider the Maine Council of Nursing Service Administrators' position paper re administration of I.V. therapy by licensed practical nurses and make recommendations to the Board.

—voted to appoint a committee to review Chapter 5 of the Board's Rules and Regulations relating to delegation to unlicensed personnel and make recommendations to the Board.

—reviewed and took action on twenty-five complaints of unsafe or illegal nursing practice, as follows: termination of probation (3); reinstatement, without conditions (2); reinstatement, with probation (3); probation (4); found no cause for action (8); accepted voluntary surrender of license (2); requested revocation of P.N. license through Administrative Court (1); and filed action in District Court re illegal practice of nursing (2).

—held twenty-one informal disciplinary hearings and one adjudicatory hearing.

—denied request for reinstatement of R.N. license on basis of insufficient evidence of rehabilitation.

—denied request for reinstatement of R.N. license on basis of insufficient time to guarantee the public safety in view of licensee's extensive involvement with chemical substances.

—voted to request the Sunset Committee to recommend a change in license renewal period from a set period of time each year to annual renewal on birthdays.

—initiated the Board of Nursing Bulletin for purpose of sharing pertinent information with nurse employers and licensees.

—adopted a definition of unprofessional conduct for inclusion in Chapter 4 of the Board's Rules and Regulations.

—adopted revisions of Chapters 1 and 2 of the Board's Rules and Regulations relating to requirements for licensure as a registered professional nurse and as a licensed practical nurse.

—voted to initiate rule-making re the proposed revisions of Chapter 7 of the Board's Rules and Regulations relating to standards for educational programs in nursing.

—authorized the attendance of the Executive Director at the National Symposium on the Impaired Nurse in Atlanta, Georgia.

—was represented at the 1982 annual meeting of the Northeast Council of State Boards of Nursing held in Maine.

—was represented at the 1983 annual meeting of the Northeast Council of State Boards of Nursing held in New Jersey.

**LICENSES, PERMITS, ETC.:**

License:
- Registered Professional Nurse
- Licensed Practical Nurse
- Temporary Authorization to Practice (Pending License Examination Results)

**PUBLICATIONS:** (all free)
- Law Regulating the Practice of Nursing
- Rules and Regulations of the Maine State Board of Nursing
- Standards for Educational Programs in Nursing
- Standards for Nurse Associate Programs

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF NURSING | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 109,791 | | 109,791 | | | |
| Health Benefits | 3,701 | | 3,701 | | | |
| Retirement | 16,698 | | 16,698 | | | |
| Other Fringe Benefits | 564 | | 564 | | | |
| Computer Services—State | 3,588 | | 3,588 | | | |
| Other Contractual Service | 48,738 | | 48,738 | | | |
| Rents | 12,110 | | 12,110 | | | |
| Commodities | 1,627 | | 1,627 | | | |
| Equipment | 1,983 | | 1,983 | | | |
| Transfers to Other Funds | 4,738 | | 4,738 | | | |
| **TOTAL EXPENDITURES** | 203,538 | | 203,538 | | | |

# STATE BOARD OF OPTOMETRY

**EDWARD E. MEYERS, O.D., PRESIDENT**
**NORMAN K. VARNUM, O.D., Sec.-Treas.**

*Central Office:* 79 Hardy Street, Presque Isle *Telephone:* 762-2291
*Mail Address:* 79 Hardy Street, Presque Isle, Maine 04769

*Established:* 1909 *Sunset Termination Scheduled to Start by:* June 30, 1992

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 382; *Citation:* 32 M.R.S.A., Sect. 2415

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

**ORGANIZATION:** The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

**PROGRAM:** The Board of Optometry held six meetings during FY 83 on 9/8/82, 12/3/82, 1/19/83, 3/20/83, 4/21/83 and 6/11/83. Maine Board Examinations were scheduled for July 16 and 17, 1983. The Board issued 160 active renewals, 59 nonactive and 25 auxiliary office licenses.

**LICENSES, PERMITS, ETC.:**
License:
 Optometrist
 Diagnostic Drug License

**PUBLICATIONS:**

"The Maine Optometry Law", 1980—free on request

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF OPTOMETRY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,575 | | 1,575 | | | |
| Other Contractual Service | 10,633 | | 10,633 | | | |
| Rents | 250 | | 250 | | | |
| Commodities | 342 | | 342 | | | |
| Equipment | 1,900 | | 1,900 | | | |
| Transfers to Other Funds | 2,371 | | 2,371 | | | |
| **TOTAL EXPENDITURES** | 17,071 | | 17,071 | | | |

# BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

**DONALD K. McFADDEN, D.O., CHAIRMAN**
**LAWRENCE M. NEWTH, D.O., Secretary/Treasurer**

*Central Office:* High Point Drive, Saco *Telephone:* 772-5368
*Mail Address:* R.F.D.#3, High Point Drive, Saco, Maine 04072

*Established:* 1919 *Sunset Termination Scheduled to Start by:* June 30, 1992

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 383; *Citation:* 32 M.R.S.A., Sect. 2561

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board makes such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

**ORGANIZATION:** The Board of Osteopathic Examination and Registration, when it was established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, have been actively engaged in professional practice in Maine for at least five years. The Board meets annually in June of each year. A chairman, a secretary, and a treasurer are all chosen by, and from the members of the Board.

**PROGRAM:** Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in June meeting 1982 to become effective January 1983, increasing the income of the Board. The revised statutes also specified one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Continuing medical education requirements were increased from ten hours to fifty hours annually. The secretary's salary was increased to cope with the additional work required in reregistering applicants. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. All physicians in Maine have received a listing of acceptable courses of study which are on the lists. Occasionally, the Board has to pass judgement on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

**LICENSES, PERMITS, ETC.:**

License:
- To Practice, including Physician's Assistants

Certificate:
- Of Renewal, including Physician's Assistants

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| EXPENDITURES | | | | | | |
| Salaries and Wages | 750 | | 750 | | | |
| Other Contractual Service | 6,806 | | 6,806 | | | |
| Grants—Subsidies—Pensions | 246 | | 246 | | | |
| Transfers to Other Funds | 537 | | 537 | | | |
| TOTAL EXPENDITURES | 8,339 | | 8,339 | | | |

# BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

**WILLIAM J. SIEGFRIED, PRESIDENT**
**RICHARD O. CAMPBELL, Secretary**

*Central Office:* 1 Northwood Road, Lewiston, Maine *Telephone:* 207-783-9769
*Mail Address:* 1 Northwood Road, Lewiston, Maine 04240
*Established:* 1877 *Sunset Termination Scheduled to Start by:* June 30, 1986
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 392; *Citation:* 32 M.R.S.A., Sect. 2851
*Average Count—All Positions:* 1.5 *Legislative Count:* 0

**PURPOSE:** The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed; to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

**ORGANIZATION:** The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of six members, including five pharmacists appointed by the Governor, for terms of five years, and one consumer representative who serves for a term of three years, appointed as above. A president and a secretary are elected annually by the Board from its membership.

**PROGRAM:** During FY 83, the Board of Commissioners of the Profession of Pharmacy licensed 899 pharmacists (869 the previous year), 26 qualified assistants (decrease of 2 from the last year), and issued 262 pharmacy licenses (as compared to 268 last year). Reciprocity was granted to 19 pharmacists in comparison to 13 last year. Of the 7 taking the examination in January, all successfully passed the NABPLEX. Of the 24 taking the examination in June, 23 were successful in passing. 41 Inactive Registered Pharmacists (a new legislative category two years ago) were registered compared to 23 last year. 115 wholesale registrations were issued compared to 135 last year.

The Board met 10 times during the year, necessitated by the ever increasing work load and demands. The Board meets the first Tuesday of every other month at 2 P.M., in the Knox Room, Augusta Civic Center, Augusta, Maine, as well as at other times as required. This meeting schedule was started in February. During the year, the Board sent three notices to all registered pharmacists in the State of Maine. Subjects addressed were Continuing Education, forged prescriptions, required biennial controlled substances inventory requirements.

The laws relating to pharmacy Title 32, 22 and the rules and regulations, as revised in 1981, are available upon request at no charge as well as being placed in all registered pharmacies. The price posting list of the 100 most frequently prescribed medications in the State of Maine during the previous year was revised and supplied to all pharmacies in the State as directed by law. Mandatory continuing education is in the eighth year, requiring some 15 hours of Continuing Education (CE) credits for re-registration.

**LICENSES, PERMITS, ETC.:**

License:
- Pharmacy
- Pharmacist
- Assistant Pharmacist
- Wholesaler

**PUBLICATIONS:**

Laws Relating to Pharmacy Title 32, 22 and the Rules and Regulations Revised 1981—Free

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 34,803 | | 34,803 | | | |
| Health Benefits | 1,024 | | 1,024 | | | |
| Retirement | 3,529 | | 3,529 | | | |
| Other Contractual Service | 27,486 | | 27,486 | | | |
| Other Fringe Benefits | 112 | | 112 | | | |
| Rents | 375 | | 375 | | | |
| Commodities | 319 | | 319 | | | |
| Transfers to Other Funds | 1,492 | | 1,492 | | | |
| **TOTAL EXPENDITURES** | 69,140 | | 69,140 | | | |

# EXAMINERS OF PODIATRISTS

**TERENCE ALBRIGHT, D.P.M., CHAIRMAN**
**GEORGE E. SULLIVAN, M.D., Secretary**

*Central Office:* Eastside Professional Bldg., Rt. 201, Augusta Rd., Waterville
*Telephone:* 873-2184
*Mail Address:* Eastside Professional Bldg., RFD#3, Box 461, Waterville, Maine 04901
*Established:* 1933 *Sunset Termination Scheduled to Start by:* June 30, 1992
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 396; *Citation:* 32 M.R.S.A., Sect. 3601
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

**ORGANIZATION:** The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine. The Examiners include two members of the Board of Registration in Medicine, two podiatrists and a representative of the public appointed by the Governor, for terms of four years. The secretary- treasurer of the Board of Registration in Medicine also serves as secretary-treasurer of the Examiners.

**PROGRAM:** The Board met three times as required by statute: in July of 1982; in January and in March of 1983.

During FY 83, 10 podiatrists were examined and licensed. Renewal notices were mailed to 55 registrants on April 1. As of June 30, 31 podiatrists had renewed their Maine licenses: 23 Maine residents and 8 out-of-state residents.

The examiners filed Rules and Regulations for Continuing Education, the requirements of which must be met as a condition to license renewal; and referred six complaints to the Attorney General's office.

**LICENSES, PERMITS, ETC.:**

License:
- License to Practice Podiatric Medicine and Surgery

**PUBLICATIONS:**

Roster of licensed Podiatrists (free)
Podiatric Practice Act (free)
Footnotes brochure on Continuing Education Rules & Regulations (free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| EXAMINERS OF PODIATRISTS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 275 | | 275 | | | |
| Other Contractual Service | 814 | | 814 | | | |
| Transfers to Other Funds | 1,087 | | 1,087 | | | |
| **TOTAL EXPENDITURES** | 2,176 | | 2,176 | | | |

# OFFICE OF PUBLIC AFFAIRS AND COMMUNICATIONS

**THOMAS R. LaPOINTE, DIRECTOR**
**ROY A. WHITCOMB, Deputy Director**

*Central Office:* Human Services Bldg., Augusta *Telephone:* 289-3707
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333
*Sunset Review Required by:* June 30, 1991
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144C; *Citation:* 22 M.R.S.A., Sect. 3

**PROGRAM:** The function of the Office of Public Affairs and Communications is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communications methods best suited to promote their programs; to develop departmental information programs for employees including publication of department wide news letter as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental wide use.

**PUBLICATIONS:**

Maine Health Promoter, Epigram, Lab Gab, Straight Talk, EMS Newsletter, Health Engineers, Newsquarter, Watchword, Foster Parents Newsletter, CONCERN. All publications are free.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

# PUBLIC HEALTH LABORATORY (HUMAN SERVICES)

**PHILIP W. HAINES, Dr. P.H., DIRECTOR**
**ROBERT C. ERICSON, Assistant Director**

*Central Office:* 221 State St., Augusta *Telephone:* 289-2727
*Mail Address:* Statehouse Sta. #12, Augusta, Maine 04333
*Established:* 1902 *Sunset Review Required by:* June 30, 1991
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144Y; *Citation:* 22 M.R.S.A., Sect. 1

**PURPOSE:** The primary function of the Division is to provide laboratory support services to Bureau of Health programs. Other functions are to provide a Laboratory Improvement Program, which establishes standards for and advises/inspects/certifies clinical and environmental (water testing) laboratories; and to provide laboratory support to other state agencies when requested.

**ORGANIZATION:** The Public Health Laboratory is a division of the Bureau of Health. It is a unit of many disciplines, organized into four basic areas: (1) clinical microbiology (virology, mycobacteriology, bacteriology, mycology and parasitology), (2) drinking water testing (microbiological and chemical), (3) chemistry-toxicology (blood alcohol, pesticide, radiation, toxicology), and (4) Laboratory Improvement.

**PROGRAM:** In FY 83, the Laboratory provided laboratory support to the following Bureau of Health programs:

| *Program Supported* | *Support Activities* |
|---|---|
| Immunization | Rubella-screening and diagnosis.<br>Rubeola, pertussis and mumps diagnosis.<br>Distribution of immunization products. |
| Epidemiology-Disease Control | Screening, diagnosis and test of cure for bacterial, mycobacterial, viral, mycotic and parasitic diseases. |
| Tuberculosis Control | Sputum and urine smears for AFB.<br>Sputum culture for T.B. and other mycobacteria.<br>Sensitivity testing against chemotherapeutic agents.<br>Distribution of chemotherapeutic agents. |
| Sexually Transmitted Disease Control | Gonorrhea screening, culture and test of cure.<br>Syphilis (serologic) screening, diagnosis, and test of cure.<br>Herpes culture and serology<br>Chlamydia culture.<br>Distribution of treatment drugs. |
| Genetic Diseases | Hypothyroidism.<br>Phenylketonuria (PKU)<br>Maple Syrup Urine Disease.<br>Homocystinuria.<br>Galactosemia.<br>Tyrosinemia. |
| Child Health | Screening and diagnosis of diseases.<br>Erythroprotoporphyrin and Blood Lead analysis. |
| Environmental Health Unit | Bacteriological testing.<br>Chemical testing (nitrates, nitrites, chlorides, hardness, heavy metals, fluorides).<br>Microscopic analysis (asbestos, parasites).<br>Toxic chemical residues (pesticides, hydrocarbons and other agents). |
| Drinking Water | Coliform and other bacteria.<br>Chemical testing (nitrates, nitrites, chlorides, hardness and heavy metals).<br>Trihalomethanes.<br>Herbicides and pesticides.<br>Certification of private water labs. |
| Occupational/Radiological Health | Environmental radiation monitoring (Wiscasset and other reactors—foods, milk, seaweed, etc.).<br>Wipe testing.<br>TLD meters.<br>Organic vapors.<br>Atmospheric gases and dusts. |

Asbestos.
Pesticides/herbicides.

In addition, the Laboratory provided services to other state agencies during FY 83, including: (1) harness racing toxicology (drug detection) for the Racing Commission; (2) animal rabies testing for the Department of Agriculture; (3)toxicology for the Chief Medical Examiner; (4) drug identification for law enforcement agencies; (5) blood and breath alcohol analysis and certification of blood/breath alcohol analysts and breath alcohol analyzers for the Highway Safety Program; (6) water analysis for the Department of Transportation; (7) pesticide testing for the Department of Agriculture and Department of Transportation; (8) bacteriological analysis of stuffed toys for the Department of Labor; (9) arson testing for the Department of Public Safety; and (10) Clinical Laboratory inspection and consultation for the Division of Licensing and Certification, Bureau of Medical Services.

Clinical diagnostic services are provided to local health departments, private physicians, hospitals, and other health care providers. These services are in the fields of bacteriology, virology, mycobacteriology, mycology, parasitology and serology. Rabies diagnosis in animals is performed at the request of physicians and veterinarians, when an exposure or risk is indicated.

Drinking water safety testing is provided to private well owners and also to public water supply companies. The current concern over radon (a radioactive element) in deep well water has generated a great deal of demand for this test.

Increased public awareness of environmental pollutants has resulted in a small, but increased demand from private citizens for testing for toxic chemicals such as pesticides, herbicides, PCB's, and radioactive elements. This demand, plus the increasing programs of the recently formed Environmental Health Unit will shape the course of the Lab's future.

Financially, the fee-for-service system continues to be the major source of funding for the Public Health Laboratory. Over 65% of the Lab's expenses were funded from this source in FY 83. The remainder of the expenses are funded by state (32%) and federal (3%) sources. The Lab continues to be challenged by the need to cover the cost of its operation while keeping charges low enough to serve a public health and public service function.

**LICENSES, PERMITS, ETC.:**

License:
- Independent Clinical Laboratory

Certificate:
- Blood Alcohol Phlebotomist
- Blood Alcohol Analyst
- Drug Analyst
- Breath Alcohol Testing Equipment
- Water Testing Laboratory

**PUBLICATIONS:**

LAB GAB—quarterly newsletter—sent to hospitals, private laboratories, pathologists, State Public Health Laboratory Directors and other interested parties. (Available free of charge.)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $1,166,599.00 in FY 83 and are, by administrative decision, included with those of Bureau of Health.

# DIVISION OF PUBLIC HEALTH NURSING

## HELEN ZIDOWECKI, DIRECTOR

*Central Office:* 157 Capitol Street, Augusta *Telephone:* 289-3259
*Mail Address:* Statehouse, Augusta, Maine 04333
*Established:* 1977 *Sunset Review Required by:* June 30, 1991
*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 147; *Citation:* 22 M.R.S.A., Sect 1961
*Average Count—All Positions:* 60 *Legislative Count:* 50

**PURPOSE:** The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services in communicable diseases; to promote programs for the health of mothers and children. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

**ORGANIZATION:** The Commissioner of Human Services appoints the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in community health nursing.

The Division is made up of 4 full-time professional (2 consultants, 1 coordinator, 1 director) and four clerical central office staff and fifty-five full-time equivalent people in the eighteen field offices.

**PROGRAM:** The focus of the Division of Public Health Nursing is on preventive nursing services, specifically child health services, and disease control. The Division has become involved in other programs of prevention and detection such as lead poisoning, sudden infant death syndrome, and the development of standards of nursing.

Direct services to all ages rendered by the Division are provided through direct visits to patients, and through clinic activities. Consultation is provided to Community Nursing Agencies, and other parts of the Department.

During FY 82 approximately 25,000 direct visits were made to patients in connection with communicable disease control (such as tuberculosis and venereal disease), maternal and child health (pregnant women, newborns and infants, premature births, sudden infant death—children under Crippled Children's Services, etc.), Genetic Disease Program, Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include preschool clinics (about 100 locations), immunizations, tuberculin testing of school personnel, tuberculosis clinics (eight locations) and handicapped children clinics (such as cardiac, orthopedic, child development, cleft palate and cystic fibrosis).

The Division of Public Health Nursing is increasingly becoming involved in standards- setting for nursing practices in the field, and to this end, the Division has developed policies and procedures for visits in several of these areas. The Division collects data in areas of school health services, sudden infant death, preschool examinations, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis and venereal disease, and the overall coordination of nursing services on a community-wide basis, constitutes the emerging role for the Division's nurses.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

# DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)

### ROBERT R. NADEAU, DIRECTOR

*Central Office:* Human Services Bldg., Augusta *Telephone:* 289-2546
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144R; *Citation:* 22 M.R.S.A., Sect 3

**PROGRAM:** This unit is responsible for providing generic administrative support services to all program units housed in the five regional offices as well as branch offices in each region. Its major functions fall into five categories: (1) reception services, (2) personnel services, (3) fiscal services, (4) office services, and (5) plant management services. These services, provided for the comfort of the public as well as staff, are offered in Portland, Biddeford, Sanford, Lewiston, Mexico, Farmington, Augusta, Skowhegan, Rockland, Belfast, Bangor, Ellsworth, Dover, Lincoln, Machias, Calais, Houlton, Presque Isle, Caribou, and Fort Kent. These several offices enable the public to receive services in all areas of the state.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 11,650,195 | 4,566,132 | | | 7,084,063 | |
| Health Benefits | 524,940 | 202,931 | | | 322,009 | |
| Retirement | 1,859,167 | 715,555 | | | 1,143,612 | |
| Other Fringe Benefits | 88,741 | 26,958 | | | 61,783 | |
| Computer Services—State | 148,035 | 37,707 | | | 110,328 | |
| Other Contractual Service | 1,968,813 | 868,165 | 288,245 | | 1,100,648 | |
| Rents | 1,318,579 | 443,850 | 288,245 | | 586,484 | |
| Commodities | 37,010 | 26,141 | | | 10,869 | |
| Grants—Subsidies—Pensions | 13,255 | 8,763 | | | 4,492 | |
| Buildings and Improvement | 1,325 | 1,325 | | | | |
| Equipment | 95,113 | 87,554 | | | 7,559 | |
| Transfers to Other Funds | 175,728 | | | | 175,728 | |
| **TOTAL EXPENDITURES** | 17,880,901 | 6,985,081 | | | 10,607,575 | |

# BUREAU OF REHABILITATION

**C. OWEN POLLARD, DIRECTOR**
**THOMAS A. LONGFELLOW, Deputy Director**

*Central Office:* 32 Winthrop Street, Augusta *Telephone:* 289-2266
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 152; *Citation:* 22 M.R.S.A., Sect. 3052

*Average Count—All Positions:* 215 *Legislative Count:* 45

*Organizational Units:*
Disability Determination Services
Office of Alcoholism and Drug Abuse Prevention
Vocational Rehabilitation Services
Division of Eye Care

**PURPOSE:** Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to handicapped and disadvantaged individuals. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including vocational rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Vocational Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore the Bureau provides a program of services to visually handicapped individuals, including the prevention of blindness and administers the planning, development, monitoring, evaluation, licensing and coordination of alcohol and drug abuse services, training and education in the State. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of the Handicapped.

**ORGANIZATION:** The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, and the Office of Alcoholism and Drug Abuse Prevention in 1973.

**PROGRAM:** The program of the Bureau is conducted through several service areas.

**Vocational Rehabilitation Services.** The major goal of Vocational Rehabilitation (VR) Services is to provide a broad program of services to assist individuals who are handicapped by physical, mental, or emotional impairments to prepare them for and achieve suitable employment. Specifically, these services include evaluation of rehabilitation potential, including diagnostic and related services incidental to the determination of eligibility for, and the nature and scope of, services to be provided; counseling and guidance; physical and mental restoration services; vocational and other training services, including personal and vocational adjustment; maintenance as necessary during rehabilitation; and services to members of a handicapped individual's family. Other services include interpreter services for the deaf; placement in a suitable occupation, including post-employment services to assist handicapped individuals to maintain their employment; occupational licenses, tools, equipment and initial stocks and supplies.

During FY 83 the Vocational Rehabilitation Program received 3,613 new referrals, 915 clients were provided with services and closed rehabilitated in suitable employment and of this number, approximately 79% were severely disabled, while a total of 8,946 handicapped were served during the fiscal year.

**Severely Disabled.** With the emphasis of the Rehabilitation Act of 1973 and the decision of the Bureau to operate under an Order of Selection more and more severely disabled clients are being served and rehabilitated each year. Approximately 80% of all clients being served are severely disabled.

Special programs and services for the severely disabled include:

(a) Transitional housing for the mentally ill which deals with the personal, social, and interpersonal adjustment of this population. (Middle Street House—Augusta).
(b) Transitional housing for physically handicapped individuals requiring attendant care services. (Independent Living Center—Bangor).
(c) Transitional housing for the mentally retarded and others. (Pleasant Street House—Augusta).
(d) Transitional Employment Program for the mentally ill.
(e) Van modifications.
(f) Home modifications.
(g) Computer Programmer Training.
(h) Self-employment.

**Job Placement.** Job Placement is the ultimate goal of every client and the stated mission of the federal/state rehabilitation program. The vocational rehabilitation counselor is the major facilitator of job placement services. The Job Placement process begins with the initial interview, proceeds to the mutual selection of an appropriate vocational goal and ends with a suitable job; one that is appropriate and consistent with the skills and training of the individual. The Bureau does not work alone in placing its clients—it draws upon the expertise of Jobs Training Partnership Act, Job Service, Private Rehabilitation Services, Facilities, etc., and enhances these efforts with general and specific job development with local employers.

**Services to the Deaf and Hearing Impaired.** Administrative implementation of an Office of Deafness, which includes the Maine State Plan for VR services to deaf clients, was established in November, 1982. The Office consists of a Director, five (5) Counselor (RCD's) positions, a Rehabilitation Assistant for the Deaf, and a secretary.

The Registry of Deaf Persons has been updated and includes a list of 2,791 deaf persons. The Office of Deafness has assumed responsibility of several new programs legislated. Those include hearing dogs for the deaf and the TDD Cost Sharing Program. The interpreter program provides over 1400 hours of interpreting each year to deaf citizens. In addition, a 70% discount rate for teletype users has been approved for intra-state calls.

Identification cards for deaf persons are available free of charge to assist deaf persons in emergency, medical, social, or legal situations where an interpreter is needed. A separate ID card is available for owners of "hearing dogs." In addition, any eligible deaf or hearing impaired client may receive the full range of VR services required.

**Social Security Disability (SSDI) and Supplemental Security Income (SSI).** The intent of these programs is to attempt to rehabilitate Title II (SSDI) beneficiaries and Title XVI (SSI) recipients, enabling them to become employed at a level that will lead to the termination of SSDI or SSI benefits. In 1981, Congress amended the Social Security Act and eliminated 100% advance funding for VR services to these clients. Thus, all of them must now be served with basic support (Section 110) VR funds and state funds. This has placed additional strain upon the general VR program. Statewide coordination is provided to assure adherence to federal regulations.

**Independent Living Services.** The Bureau of Rehabilitation's Center for Independent Living federal grant project, funded in September 1979 under Title VII, Part B of the Rehabilitation Act, has completed its third year of federal funding for independent living services for severely handicapped citizens. This unique program has received national acclaim in the full participation of handicapped persons in planning and developing the services they need to remain at home and in community, thus avoiding the necessity of placement in nursing homes, hospitals, or other care away from home and family. Since December, 1979, handicapped persons from across Maine jointly prioritized the most needed services for physically, visually, hearing, and mentally impaired so that subgrants of project funds for those services were made by the Bureau. Core services implemented have been peer consultation, counseling for adjustment to disability, skills training, and advocacy. Maine's Center for Independent Living is without walls and utilizes the proven expertise of private, non-profit rehabilitation agencies who serve a particular disability population. Personnel funded by Title VII, Part B are joined through the Project's Consumer Board. The Maine Independent Living Center, Inc. has developed as an organization to a point where it now administers independent living services independently of the Bureau. Maine Independent Living Center has submitted an application for Title VII, Part B funds and has been awarded a two-year grant to continue independent living services.

**Planning, Facilities and Needs.** The identification of service needs of handicapped persons, their prioritization and the planning of rehabilitation facility services to meet those needs has continued as an ongoing activity through Fiscal Year 1983. As a result, the Bureau has been able to implement facility services through the Federal/State Program of grant awards and fee for service arrangements with private non-profit facilities.

The Bureau currently has establishment grants with two agencies providing transitional employment services in metropolitan areas of the state and one specific skill training program which stresses skills needed to acquire employment in rural areas. To ensure the provision of quality services, the Bureau has continued to utilize its *System for Monitoring Establishment Grants;* has participated with the Bureau of Mental Retardation in the planning and implementation of on-site reviews of facilities to determine their progress in meeting Inter-Agency Standards, is actively engaged in the Governor's Committee on Employment of the Handicapped Set-Aside Committee which is conducting a survey of rehabilitation facility production capabilities.

The Bureau was the co-sponsor of the first statewide rehabilitation facility workshop in South Portland which featured representatives from innovative programs and employers across the nation. The Bureau also co-sponsored a client assessment training seminar in Portland which helped furnish rehabilitaion facility representatives and Bureau of Rehabilitation counselors with skills needed to perform vocational assessments of potential rehabilitaiton clients.

**Disability Determination Services.** Disability Determination Services (DDS) is a state agency regulated by the Social Security Administration. During FY 82 the Maine State Agency adjudicated all social security disability [Title II] claims and all supplemental security income [Title XVI] claims filed in Maine. The claims continue to be filed at a rate of over 13,000 claims per year. DDS goals for both quality and quantity are mandated by the Federal Social Security system. FY 83 saw the continuation of reviews ordered by the Social Security Amendments of 1980.

In order to meet the demands of an increasing workload, DDS continues to stress staff flexibility. The long range plan for disability services includes efforts to obtain adequate personnel and space and to meet federally required time and quality standards under our new regulatory relationship with the Social Security Administration. Workloads have increased above the levels stipulated in the Social Security Amendments of 1980 due to a federal administrative decree to increase reviews and to eliminate payments to currently ineligible clients. Review standards have been liberalized by SSA; however, case action will still be required on about 3,400 review cases.

**Office of State Handicapped Accessibility (504) Coordinator.** The Office of 504 Coordinator was created in July, 1981, to assist Departments/Agencies within the Executive Branch of Maine State government to comply with the provision of section 504 of the Rehabilitation Act of 1973, as amended, and the subsequent enabling 504 regulations which state government must follow as a recipient of federal funds.

Governor Joseph E. Brennan issued Executive Order 9 FY 81/82 which authorizes the 504 Coordinator to direct, coordinate, provide training to, and monitor the State's effort to comply with Section 504.

The Governor asked each Department/Agency within the Executive Branch to appoint a 504 Coordinator to work with the State 504 Coordinator. Departmental/Agency 504 Coordinators have been appointed and trained in 504 requirements.

The present phase is to superimpose the 504 program upon the existing management structure in each Department/Agency. This is being accomplished with the authorization of the Commissioner and Agency heads to allow the 504 Coordinators direct access to the appropriate operational people who are in charge of the various state programs.

Each of the bureau chiefs or his/her designees will actually review their programs for 504 compliance and develop a Departmental/Agency plan for review by the State 504 Advisory Council prior to the final approval of the Commissioners/Agency heads.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF REHABILITATION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,892,395 | 363,454 | | | 2,528,941 | |
| Health Benefits | 124,740 | 15,343 | | | 109,397 | |
| Retirement | 466,375 | 57,687 | | | 408,688 | |
| Other Fringe Benefits | 18,327 | 2,352 | | | 15,975 | |
| Computer Services—State | 27,530 | 27,377 | | | 153 | |
| Other Contractual Service | 1,244,344 | 181,371 | 15,216 | | 1,047,757 | |
| Rents | 202,875 | 238,099 | | | —35,224 | |
| Commodities | 24,246 | 4,652 | | | 19,594 | |
| Grants—Subsidies—Pensions | 3,760,394 | 155,015 | 52,055 | | 3,553,324 | |
| Equipment | 25,906 | | | | 25,906 | |
| Transfers to Other Funds | 21,692 | | 78 | | 21,614 | |
| **TOTAL EXPENDITURES** | 8,808,824 | 1,045,350 | 67,349 | | 7,696,125 | |

# OFFICE OF SOCIAL AND REHABILITATIVE SERVICES (HUMAN SERVICES)

**ROBERT McKEAGNEY, DEPUTY COMMISSIONER**

*Central Office:* Human Services Bldg., Augusta *Telephone:* 289-2546
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144S; *Citation:* 22 M.R.S.A., Sect. 3

**ORGANIZATION:** The Office of Social and Rehabilitation Services includes the Bureau of Social Services, Bureau of Rehabilitation, Bureau of Income Maintenance and the Bureau of Maine's Elderly. The Deputy Commissioner has overall responsibility for the management of these four Bureaus and for the operation of the Department's regional offices throughout the State.

# BUREAU OF SOCIAL SERVICES

**PETER E. WALSH, DIRECTOR**
**HARMON D. HARVEY, Deputy Director**

*Central Office:* Human Services Bldg., Augusta *Telephone:* 289-2971
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* 1974 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 148; *Citation:* 22 M.R.S.A., Sect. 5308

*Average Count—All Positions:* 98 *Legislative Count:* 115

**PURPOSE:** The Bureau of Social Services, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Human Services, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to human services, including services to older people funded by the Federal Social Services Block Grant (SSBG). The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and the SSBG as amended and to administer State or Federal programs or Acts relating to human services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to human services, except services to older people, and conducts a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities. Furthermore the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

**ORGANIZATION:** The Bureau of Social Services was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and Welfare (now the Department of Human Services). Among its responsibilities were those formerly assigned to the department's Office of Resource Development which was created in 1973 to administer the state's new Priority Social Services Program. During the 1974 transition period the office continued to function until the new bureau became operational near the close of FY 77 and then was disbanded.

The 107th Legislature changed the bureau's name to the Bureau of Resource Development. A departmental-wide administrative reorganization in early 1975 added to the bureau a Social Services Consultation and Policy Development Unit and assigned to the bureau many of the department's research, evaluation, and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in 1974 enabled the bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The bureau was designated in March 1975 as the departmental unit responsible for administration and development of Maine's Title XX Comprehensive Annual Services Plan, in addition to the previously assigned IV-B Child Welfare Services Plan.

In 1979 by order of the Governor, the U.S. Department of Agriculture Child Care Food Program was transferred from the Department of Educational and Cultural Services to this bureau. This program provides federal assistance to food programs administered through a multitude of child caring agencies.

Also in 1979 the responsibility for statewide refugee coordination was accepted by the Governor from the federal government and assigned to the bureau which has resulted in services to approximately 1,100 Indo-Chinese and Cuban-Haitian refugees throughout the state. This program is administered by the bureau through various purchase of service agreements with community agencies.

In 1980 the 110th Maine Legislature renamed the bureau to the Bureau of Social Services.

**PROGRAM:** A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were $16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 Federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting Federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive State human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Services Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued Federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The continued funding by the Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, has given the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health-mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

With the availability of additional Federal dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling and eventually the SSBG.

Studies on child abuse and neglect, have focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability project is already operative. Expansion of staff was possible primarily through commitment of a portion of available Title II — Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

The Bureau continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs. The following short and long-range plans are currently being developed to that end.

The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine Citizens who are unable to take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

**Division of Child and Family Services.** This division is responsible for policy development, interpretation, implementation, and monitoring of all Child and Family Services oriented programs of the Bureau. This includes the administration of approximately $4 million in state and federal funds including the SSBG, IV-B, and IV-E. It is responsible for technical assistance to DHS regional offices, direct service staff, their supervisors, and administrative staff. Services under the responsibility of this division include court services, difficult or unusual case situations, approval of certain regional requests, abortions for committed children, residential treatment, surrender for adoption for committed children, adoption assistance, etc. It is also responsible for administration of the Interstate Compact on Placement of Children. In addition, it is responsible for homefinding and approval of foster homes for children.

**Division of Adult Services.** This division is responsible for policy development, implementation, and monitoring of all services to adults administered through direct service staff of regional offices. It includes responsibility for providing technical assistance to staff, for working with the office of the Assistant Attorney General for determining appropriateness of petitions for guardianship under the Adult Protection laws. Although some services directed at adults under the auspices of this bureau are considered supportive, the priority focus on services is for the protection of adults. In addition, licensing of certain types of families is the responsibility of this division.

**Division of Purchased and Support Services.** This division is responsible for the administration of more than $12 million in state, federal, and local funds under the SSBG and the state Priority Social Services Act. It works with private and public agencies seeking to contract with DHS to provide services eligible for funding under the above mentioned programs. It is responsible for the negotiation, administration, and monitoring of contractual services with these community agencies. It is also responsible for licensing of day care facilities and child care facilities, including nursery schools.

**LICENSES, PERMITS, ETC.:**

Licensing Unit
  License:
    Children's Homes
    Children's Residences
    Day Care Centers (for Non-Recurring Clientele)
    Family Day Care
    Group Day Care
    Nursery School
    Child Placement Agency
  Approval:
    Adult Foster Homes

**PUBLICATIONS:**

Final State Plan—Social Services Block Grant—Social Services Programs—Fee Undetermined.

Annual Statewide Child Welfare Services Plan

Refugee Resettlement Plan

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF SOCIAL SERVICES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,886,465 | 595,775 | 7,599 | | 1,283,091 | |
| Health Benefits | 73,623 | 22,470 | 495 | | 50,658 | |
| Retirement | 291,562 | 88,054 | 1,339 | | 202,169 | |
| Other Fringe Benefits | 10,847 | 3,466 | 66 | | 7,315 | |
| Computer Services—State | 120,279 | —21 | 23,400 | | 96,900 | |
| Other Contractual Service | 687,074 | 297,579 | 78,900 | | 310,595 | |
| Rents | 8,128 | 5,779 | 665 | | 1,684 | |
| Commodities | 10,398 | 1,232 | 430 | | 8,736 | |
| Grants—Subsidies—Pensions | 14,613,674 | 10,551,802 | 5,961 | | 4,055,911 | |
| Equipment | 6,278 | 212 | 791 | | 5,275 | |
| Transfers to Other Funds | 79,481 | | 4,554 | | 74,927 | |
| **TOTAL EXPENDITURES** | 17,787,809 | 22,566,348 | 124,200 | | 6,097,261 | |

# OFFICE OF VITAL STATISTICS

**MARIAN B. PERKINS, STATE REGISTRAR**
**LORRAINE GERARD, Deputy Registrar**

*Central Office:* Human Services Bldg., Augusta *Telephone:* 289-3181
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* 1892 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 146; *Citation:* 22 M.R.S.A., Sect. 2701

*Average Count—All Positions:* 11 *Legislative Count:* 19

**PURPOSE:** The Office of Vital Statistics was established to maintain a state-wide system for the registration of Vital Statistics. Furthermore, the State Registrar is responsible for directing the activities of municipal clerks in the registration of Vital Statistics.

**ORGANIZATION:** The State Registrar is selected by the Commissioner of Human Services in accordance with appropriate standards of education and experience. In February, 1982, operations and staff of the Office of Vital Statistics were transferred to the Bureau of Health Planning and Development.

**PROGRAM:** The Office of Vital Statistics manages the State Vital Statistics system, provides vital records services for the general public, and prepares reports on the vital statistics of the State. In fiscal year 1982-1983 the Office of Vital Statistics continued its regular program of collecting vital records, filing them, furnishing vital statistics data to The National Center for Health Statistics on magnetic tape and microfilm for the preparation of National Vital Statistics reports, completed and published Maine Vital Statistics, 1981, completed population estimates for the State by age groups for each minor civil division of the State, and continued a special project to review the files of vital records for the years 1892-1956 to correct misfilings and film records for security purposes and to make them more readily accessible for persons engaging in genealogical research.

**PUBLICATIONS:**

Maine Vital Statistics, 1981

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Office of Management and Budget.

## DIVISION OF WELFARE EMPLOYMENT

### DIANA C. SCULLY, DIRECTOR

*Central Office:* 235 State St., Augusta *Telephone:* 289-2636
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333

*Established:* November, 1981

*Reference: Policy Area:* 03; *Umbrella:* 10; *Unit:* 144G; *Citation:* 22 M.R.S.A., Sect. 1

*Average Count—All Positions:* 46 *Legislative Count:* 58

**PURPOSE:** The Commissioner created the Division of Welfare Employment in November 1981 to carry out state and federal laws, regulations and policies concerning the employment, education and training of welfare recipients. In addition, the Commissioner sought to develop new approaches and programs to address the employment needs of welfare recipients.

**ORGANIZATION:** The Director of the Division of Welfare Employment reports directly to the Deputy Commissioner of Social and Rehabilitation Services. In addition to six central office staff, 50 staff are located in regional offices (Portland, Lewiston, Augusta, Bangor and Presque Isle) and various itinerant points throughout the State.

The largest program within the Division is the Welfare Employment, Education and Training Program (WEET). This statewide program provides assessment, counseling, education and training referral, supportive services referral, job search assistance, job development, and resource development to recipients of Aid to Families with Dependent Children (AFDC). WEET is authorized by Part IV-C of the U.S. Social Security Act and by Maine Public Law 1981, Chapters 512 and 617.

The Division also operates two other statewide programs for AFDC recipients: The Employment Search Program under Title IV-A of the U.S. Social Security Act and a grant diversion program known as Training Opportunities in the Private Sector (TOPS) under Title IV-A and pursuant to Maine Public Law 1983, Chapter 466.

The Division also operates an Employment Search Project for Food Stamps recipients in five Maine towns: Portland, Lewiston, Augusta, Bangor and Presque Isle. This program is authorized by Federal Food Stamps Law.

Finally, the Division has responsibilties concerning the employment of refugees and recipients of general assistance.

**PROGRAM:** A description of these four programs follows:

**WEET Program.** In April 1982, the new WEET Program replaced the old WIN Program. During 1981 several things had happened which reflected a consensus that changes were needed. In June 1981, the Legislature enacted the Job Opportunities Act of 1981. This law is based on the premise that the State of Maine must place greater emphasis on education and training for AFDC recipients "with the goal of enabling them to become self-sufficient and to eliminate their dependency on public assistance." In October 1981, Governor Joseph E. Brennan applied to the Federal Government to participate in a national demonstration program. This has given the State a great deal of flexibility in the design and administration of the new WEET Program.

The Division of Welfare Employment is responsible and accountable for the entire operation of the WEET Program. In the past, the WIN Program was administered by two departments: Labor and Human Services. This resulted in duplication of administration costs and staff, differing philosophies and policies guiding the two sides of the program and inconvenience for clients who were ping-ponged between the two departments.

WEET staff provide the following services to AFDC recipients:

—WEET staff work closely with AFDC recipients to assess their employability and their employment-related needs for education, training and support services and to develop plans for addressing those needs;

—WEET staff provide job search assistance, on both a group and individual basis, to AFDC recipients;

—WEET staff function as case managers, working with individual AFDC recipients to put together the particular mix of available employment, education, training and support services needed by the individual recipients; and

—WEET staff also function as advocates to ensure the availability of and accessibility to services and opportunities for AFDC recipients.

**Food Stamps Project.** The Food Stamps Project went into effect in January, 1983. The Division of Welfare Employment was awarded a contract by the U.S. Department of Agriculture to participate in a national demonstration program involving employment search for Food Stamps recipients.

The Division operates group employment search sessions for Food Stamps recipients in the 5 areas in which its regional offices are located. The group employment search approach includes both instruction and practical experience in identifying and securing a job. The approach:

—teaches job search skills;

—develops and reinforces a positive self-image;

—considers interviews from the employers' point of view;

—provides supervised telephones from which clients make their own job development calls; and

—establishes a job seekers' support group.

**TOPS.** The purpose of TOPS is two-fold: first, to promote the transition of long-term AFDC recipients with a sporadic work history to unsubsidized jobs, primarily in the private sector; and second, to reduce the AFDC caseload, thereby creating welfare savings. The major feature of TOPS is AFDC grant diversion. Grant diversions is a mechanism for increasing the scope of employment opportunities for AFDC recipients and applicants by productively converting income maintenance funds into wage subsidies to create jobs and training positions.

**Employment Search Program.** Participation in the Employment Search Program enables the Division of Welfare Employment to use AFDC funds to pay for some of the costs associated with both individual and group job search for AFDC recipients.

**PUBLICATIONS:**

*Women, Work and Welfare,* Final Report of the Work Opportunities Committee, June 1981.

*Training Opportunities In The Private Sector,* A Welfare Grant Diversion Proposal by the State of Maine, July 1983.

*Employment Search Project,* A Job Club Proposal for Food Stamps Recipients in the State of Maine, September 1982.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLAY-BAC system.

| DIVISION OF WELFARE EMPLOYMENT | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 708,071 | | | | 708,071 | |
| Health Benefits | 28,132 | | | | 28,132 | |
| Retirement | 115,600 | | | | 115,600 | |
| Other Fringe Benefits | 3,926 | | | | 3,926 | |
| Other Contractual Service | 83,527 | 53,663 | | | 29,864 | |
| Rents | 45,625 | 36,198 | | | 9,427 | |
| Commodities | 8,145 | 2,936 | | | 5,209 | |
| Grants—Subsidies—Pensions | 367,128 | 221,933 | | | 145,195 | |
| Equipment | 218 | | | | 218 | |
| Transfers to Other Funds | 14,317 | | | | 14,317 | |
| **TOTAL EXPENDITURES** | 1,374,689 | 314,730 | | | 1,059,959 | |

# MAINE INDIAN TRIBAL-STATE COMMISSION

*Central Office:* None
*Mail Address:* State Planning Office, State House Station #38, Augusta, Maine 04333
*Established:* April 1980
*Reference: Policy Area:* 05; *Umbrella:* 94; *Unit:* 409; *Citation:* 30 M.R.S.A., Sect. 6212
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The specific responsibilities of the Commission, as provided for in the Maine Settlement Act, fall under four general areas:

1. Review the effectiveness of the Maine Settlement Act and the social, economic and legal relationship between the Passamaquoddy Tribe, the Penobscot Nation and the State of Maine. In essence, to monitor the effectiveness of the settlement and make reports and recommendations for the two Tribes and the State of Maine. Those reports are intended to identify means of improving the relationship between the Tribes and the State and see that all aspects of the agreement are fully implemented.
2. If either Tribe wishes to add land to its Indian Territory, it would require the recommendation of the Commission and an act of the Legislature. Similarly, the Implementing Act provides for the establishment of extended Reservations. In situations where 25 or more Tribal members are living on Indian Territory and wish to extend the Reservation to that portion of their Indian Territory, the Commission can be called upon to review their petition, establish boundaries for that reservation, and make recommendations to the Legislature on the desirability of establishing an extended Reservation.
3. Regulate fishing on certain bodies of water which are adjacent to Indian Territory, issue fishing licenses for these water bodies, and charge fees for fishing in those waters, except that no fees can be assessed on the members of the Penobscot or Passamaquoddy Tribes. Regulations must be adopted under the Administrtive Procedures Act of the State and such regulations must be posted at these waters.
4. Undertake studies and make recommendations to the Commissioner of Inland Fisheries and Wildlife with respect to the implementation of fish and wildlife management policy on non-Indian lands in order to protect fish and wildlife on lands and water regulated by the Passamaquoddy Tribe, the Penobscot Nation, and the Commission.

**ORGANIZATION:** The Tribal-State Commission consists of 9 members, 4 appointed by the Governor of the State subject to review by the Joint Standing Committee on Judiciary and to confirmation by the Legislature, 2 each to be appointed by the Passamaquoddy Tribe and the Penobscot Nation and a chairman to be selected and approved by a majority vote of the Commission. The members of the Commission other than the chairman shall each serve for a term of 3 years and may be reappointed.

**PROGRAM:** The Commission is developing procedures which will identify the process by which issues shall be brought before the commission for its consideration. Currently, the highest priority for the Commission is to develop a process for considering tribal requests to extend those lands eligible for inclusion in Indian Territory. The Commission primarily focused its attention on reviewing and making recommendations to the Legislature on several bills drafted by the Governor's Office, the Penobscot Nation, and Passamaquoddy Tribe. They recommended that the chairmanship of the Commission be opened up to any Maine citizen; the Tribes be given an additional two years in which to purchase Indian Territory lands; and lands already purchased by the Penobscot Nation in Williamsburg be included in Indian territory. The Legislature enacted all of these recommendations except the last one.

**FINANCES, FISCAL YEAR 1983:** P.L. Chapter 732, Section 29 provides that expenditures of this unit, which amounted to $2,508 (as of 5/30/83) shall be borne by Department of Inland Fisheries & Wildlife and are, therefore, included in its financial display. Staff support was contributed by the State Planning Office with clerical services from the Department of Inland Fisheries and Wildlife and the Department of Environmental Protection.

# DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**GLENN H. MANUEL, COMMISSIONER**
**J. WILLIAM PEPPARD, Deputy Commissioner**

*Central Office:* 284 State Street, Augusta *Telephone:* 289-3371
*Mail Address:* 284 State Street, Augusta, Maine 04333

*Established:* 1880 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 137; *Citation:* 12 M.R.S.A., Sect. 1951

*Average Count—All Positions:* 310 *Legislative Count:* 6

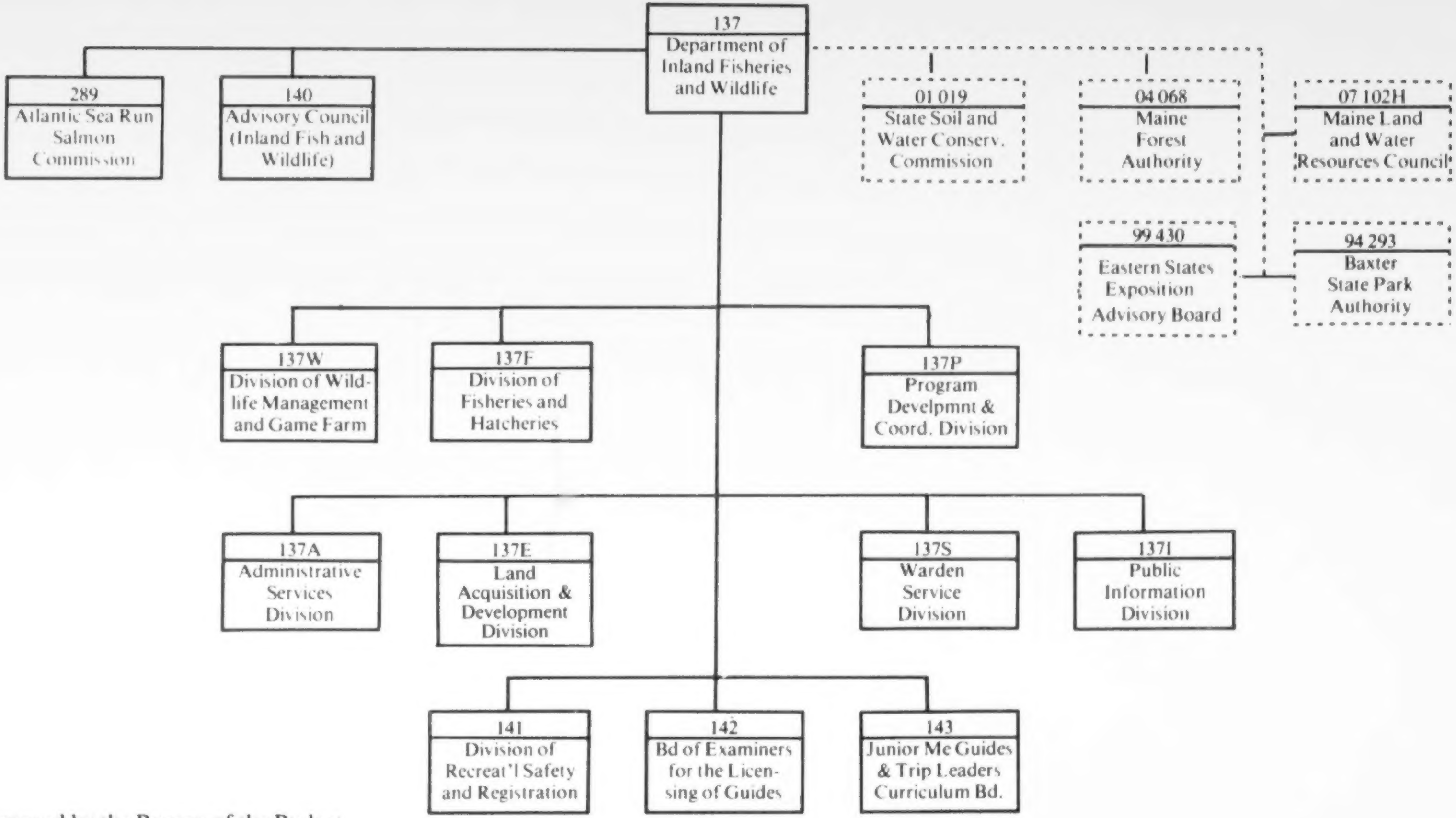
*Organizational Units:*
- Administration Division
- Program Development and Coordination Division
- Information and Education Division
- Land Acquisition & Development Division
- Fishery Management Division
- Wildlife Management Division
- Warden Service
- Division of Recreational Safety and Registration
- Junior Guide Examining Board
- Advisory Council (Inland Fisheries & Wildlife)
- Atlantic Sea Run Salmon Commission

**PURPOSE:** The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting, and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles and watercrafts, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

**ORGANIZATION:** The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. Also in 1895, the State bought land in Caribou and built the first State-owned fish hatchery. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. The Department hired its first engineer in 1932, and construction began on the State game farm in Gray. The Warden Flying Service was formed in 1937. The first game biologists were hired the year after the Pittman-Robertson bill of 1937 was passed by Congress, providing funds for conservation of game animals and birds. A similar bill, the Dingell-Johnson bill of 1951, provided funds for fishery research and management, and Department fishery biologists were formed into a division. Several other divisions were formed within the Department to meet specific needs as follows: Information and Education (1955); Program Development and Coordination (1968); Snowmobile Registration, more recently Snowmobile Safety (1969); and Realty (1970). In 1974 legislation was passed which made the Commissioner of Inland Fisheries and Wildlife the permanent Chairperson of the Atlantic Sea Run Salmon Commission with sole authority for its administration and financial matters. In mid-1974, the former Bureau of Watercraft Registration and Safety administratively became a division of the Department and in September of 1976 the functions of the Division of Snowmobile Safety and Registration were combined with Watercraft Registration and Safety. Effective October 1, 1975, the Department was renamed Department of Inland Fisheries and Wildlife.

**PROGRAM:** The Department administers a variety of programs concerned with the management of the State's inland fisheries and wildlife resources. Programs are based upon the most current information available and focused on long range species management goals and objec-

# ORGANIZATIONAL CHART
# DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
## UMB 09


137
Department of Inland Fisheries and Wildlife
289
Atlantic Sea Run Salmon Commission
140
Advisory Council (Inland Fish and Wildlife)
01 019
State Soil and Water Conserv. Commission
04 068
Maine Forest Authority
07 102H
Maine Land and Water Resources Council
99 430
Eastern States Exposition Advisory Board
94 293
Baxter State Park Authority
137W
Division of Wildlife Management and Game Farm
137F
Division of Fisheries and Hatcheries
137P
Program Develpmnt & Coord. Division
137A
Administrative Services Division
137E
Land Acquisition & Development Division
137S
Warden Service Division
137I
Public Information Division
141
Division of Recreat'l Safety and Registration
142
Bd of Examiners for the Licensing of Guides
143
Junior Me Guides & Trip Leaders Curriculum Bd.

Approved by the Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 5,913,404 | 106,414 | 5,025,556 | | 781,434 | |
| Health Benefits | 255,858 | 2,797 | 198,066 | | 54,995 | |
| Retirement | 1,495,435 | 16,878 | 1,375,759 | | 102,798 | |
| Other Fringe Benefits | 61,342 | 609 | 55,870 | | 4,863 | |
| Computer Services—State | 94,414 | | 76,437 | | 17,977 | |
| Other Contractual Service | 2,219,117 | 26,481 | 1,688,627 | | 1,680,866 | 5,169 |
| Rents | 125,803 | 91,125 | 15,559 | | 19,119 | |
| Commodities | 483,341 | 4,097 | 422,628 | | 56,616 | |
| Grants—Subsidies—Pensions | 82,463 | 108 | 82,224 | | 131 | |
| Purchases of Land | 444,539 | | | | 65,554 | 378,985 |
| Buildings and Improvement | 35,494 | | 35,494 | | | |
| Equipment | 432,483 | 6,532 | 296,642 | | 65,986 | 63,323 |
| Transfers to Other Funds | 79,501 | | 67,389 | | 12,553 | —441 |
| **TOTAL EXPENDITURES** | 11,723,194 | 255,041 | 9,340,251 | | 1,680,866 | 447,036 |

tives. Specific data needed to assess the current status of individual species is collected to support the development of sound regulatory recommendations.

Applied research studies are conducted to provide for a more complete understanding of the characteristics, needs, and factors affecting specific species of inland fisheries and wildlife. Surveys and inventories are conducted to provide information concerning human use of inland fisheries and wildlife resources, as well as land and water use trends which can be expected to affect the supply of and demand for these resources. Emphasis is focused on specific types of information needed to support the development and maintenance of sound management programs. Regulations are established to encourage or discourage human use of inland fisheries and wildlife resources in keeping with selected species management goals and objectives. Laws and regulations pertaining to the taking of inland fisheries and wildlife resources are enforced, as well as environmental regulations concerned with the maintenance of adequate habitat conditions for these resources. Environmental law enforcement includes the Stream Alteration Act which is administered by this Department, and others such as the Site Selection, Wetlands, Great Ponds Act and the Land Use Regulation Commission regulations which are administered by other state agencies.

Artificial propagation and stocking of various game species is carried out as required to meet management objectives. Habitat conditions are maintained and improved through habitat acquisition, habitat improvement, technical assistance to private landowners, and technical assistance to other state and federal agencies administering specific environmental regulations and land use planning and control efforts.

The Department is actively engaged in the dissemination of timely information concerning the State's inland fisheries and wildlife resources to the public utilizing the Department's magazine, "Maine Fish and Wildlife," publications, news releases, movies, and other information disseminating techniques. In addition, a Hunter Safety Program is conducted in order to accomplish several objectives. These include: to teach and to familiarize the sportsmen with wildlife management, conservation and wildlife laws, and regulations; to teach identification and habits of wildlife; to teach the responsibilities due to landowners, fish, and wildlife; and finally, to teach thoughtful and safe use of sporting equipment.

The Department is responsible for the coordination, administration and legal functions associated with applications to alter waters under the jurisdiction of the Stream Alteration Act. Biological assessments concerning the impact of proposals on inland fisheries and/or wildlife resources is made for each application. The Department is also responsible for the administration of the State's Snowmobile and Watercraft Registration system and also for the enforcement of the laws pertaining to their use. Snowmobile and watercraft safety programs are implemented to familiarize snowmobile and boat users with mechanical considerations, regulations, rules of the road, and thoughtful and safe use considerations.

The Department is also responsible for the coordination of lost person search and rescue operations. In order to accomplish this mission, the Department trains and maintains special mountain and aquatic rescue teams, organizes and directs search operations and assembles manpower as well as specialized equipment including helicopter, fixed-wing aircraft, boats, vehicles, and communications systems. The Department also assists other enforcement agencies in a variety of investigations.

**LICENSES, PERMITS, ETC.:**

Office of Commissioner
    License:
        Fishing & Hunting—Complimentary—Holders Medal of Honor
        Junior Guide
        Importation of Wild Birds and Animals
        Stocking of State Waters
    Permit:
        Stream Alteration
        Breeders of Menagerie (Moose, Caribou & Bear)
        To transport Live Animals for Breeding and Advertise
Fisheries Division
    Permit:
        Eel, Alewife, & Sucker (over 20 lbs.)
        Bass Tournament

    - Scientific Fish Collection
    - Private Pond Stocking
- Warden Service
  - License:
    - Hunting License, Commercial Shooting Area
    - Use of Dog Training (All Categories)
    - Field Trial License (Retrievers & Sporting Dogs)
      - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
    - Fishing License for Children's Camps
    - Snowmobile Races
  - Permit:
    - Coon Dog Training
    - Dog Training Area, Club
    - Dog Training (With Raccoons)
    - Deer Transportation
    - Live Bait Taking in Closed Waters
    - Transportation Tags (Fish)
- Hatchery Division
  - License:
    - To Cultivate or Harvest Fish and Private Ponds
  - Permit:
    - To Import Live Fresh Water Fish or Eggs
- Wildlife Division
  - License:
    - Falconry
  - Permit:
    - Bird Banding Permit
    - Camping in Game Management Areas
    - Permission to Use Poison
    - Scientific Collectors Permit
    - Swan Island Camping Permit
    - Wildlife Control
- License Clerk in Town or City
  - License:
    - Archery—Resident
    - Combination Hunting & Fishing—Resident
    - Fishing—Resident
    - Hunting—Resident
    - Combination Serviceman's Resident License
  - Stamp:
    - Atlantic Salmon—Resident
    - Pheasant
- License Agent
  - License:
    - Archery—Non-Resident
    - Small Game Hunting—Non-resident
    - Big Game Hunting—Non-resident
    - Fishing (season, 15, 7, or 3 day)—Non-resident
  - Stamp:
    - Atlantic Salmon—Non-resident
    - Pheasant
- Augusta Office License Clerk
  - License:
    - Commercial Shooting Area
    - Deer Skin Dealer
    - Fishing (for blind)
    - Fishing and Hunting for Resident over 70
    - Fur Buyers

  - Game Bird Breeders
  - Game and Fur Farm
  - Guide
  - Indian Hunting, Fishing, Trapping and Archery
  - Live Bait Dealer
  - Roadside Menagerie
  - License to Sell Inland Fish
  - License to Sell Live Smelts
  - Taxidermist
  - Trapping
  - Fishing & Hunting Complimentary—Disabled
  - Fishing & Hunting—Paraplegics, Reciprocity Other States
  - Hunting—Non-resident
  - Fishing—Non-resident
  - Snowmobile Registration
- Permit:
  - Camp Trip Leader
  - Fishing for Patients of Nursing Homes
- Miscellaneous:
  - Game Bird Seal
  - Pheasant Wing Bands
  - Pheasant Importation Wing Bands
  - Atlantic Salmon Stamp—Non-resident
  - Pheasant Stamp

**PUBLICATIONS:**

Laws—Hunting, Fishing, Ice Fishing, Trapping (free)
Maine Fish and Wildlife Magazine—published quarterly—$1.50 per copy
Lake Surveys $.50 per copy.
Publications Catalogue (free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 5645,0166 | | 4,879,200 | | 765,816 | |
| Health Benefits | 245,418 | | 191,384 | | 54,034 | |
| Retirement | 1,452,886 | | 1,352,145 | | 100,741 | |
| Other Fringe Benefits | 59,755 | | 55,020 | | 4,735 | |
| Computer Services—State | 56,218 | | 38,241 | | 17,977 | |
| Other Contractual Service | 2,104,475 | 8,062 | 1,603,947 | | 487,297 | 5,169 |
| Rents | 125,596 | 91,059 | 15,464 | | 19,073 | |
| Commodities | 475,800 | | 420,864 | | 54,936 | |
| Grants—Subsidies—Pensions | 74,201 | | 74,173 | | 28 | |
| Purchases of Land | 444,539 | | | | 65,554 | 378,985 |
| Buildings and Improvement | 35,494 | | 35,494 | | | |
| Equipment | 410,750 | | 281,756 | | 65,671 | 63,323 |
| Transfers to Other Funds | 68,251 | | 56,139 | | 12,553 | —441 |
| **TOTAL EXPENDITURES** | 11,198,399 | 99,121 | 9,003,827 | | 1,648,415 | 447,036 |

# ADMINISTRATIVE SERVICES DIVISION

## PETER C. BRAZIER, BUSINESS MANAGER

*Central Office:* 284 State St., Augusta *Telephone:* 289-2571
*Mail Address:* Statehouse Sta. #41, Augusta, Maine 04333
*Established:* 1977 *Sunset Review Required by:* June 30, 1984
*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 137A; *Citation:* 12 M.R.S.A., Sect. 7034
*Average Count—All Positions:* 24 *Legislative Count:* 0

**PURPOSE:** The mission of this unit is to assist the Commissioner and division heads with long range financial planning and preparation and management of annual and biennial budgets and provide centralized services in areas common to all divisions, including personnel, bookkeeping, accounting, purchasing, internal audit, vehicle management and records management as well as administer financial programs of the Department.

**ORGANIZATION:** The Administrative Services Division consists of three sections. The Accounting Section is responsible for all accounting services, fiscal management, audit, budget development, work programs, fiscal control, income, approval of expenditures, bookkeeping, journals and purchase orders. The Personnel Section is responsible for all staff personnel activities of the Department including processing all personnel action, advising employees on personnel rules and regulations and providing other personnel information and statistics as required. The Clerical Section provides receptionist services, and a variety of filing, clerical and administrative services for the Division and the Department.

**PROGRAM:** The responsibility of this unit includes financial planning and control, property accounting, budgeting, bookkeeping, personnel functions, internal audit, accounting (State & Federal), labor relations. Support services are provided on a Department wide basis for all Divisions.

There is an ongoing program to develop improved management systems for conducting the Department's clerical, financial, personnel, licensing and inventory needs.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $488,049 in FY 83 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

# ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

## ROBERT MOORE, CHAIRMAN
## NATHAN COHEN, Vice Chairman

*Central Office:* 284 State Street, Augusta; *Floor:* 2 *Telephone:* 289-3371
*Mail Address:* 284 State Street, Augusta, Maine 04333
*Established:* 1945 *Sunset Review Required by:* June 30, 1984
*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 140; *Citation:* 12 M.R.S.A., Sect. 1955
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** To advise the Commissioner of Inland Fisheries and Wildlife on changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

**ORGANIZATION:** The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of one member representing each of the management units the commissioner establishes to administer chapters 701 to 721. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive $25 per day for their services and actual expenses for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

**PROGRAM:** The Advisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters eight times during FY 83.

**FINANCES, FISCAL YEAR 1983:** 12 MRSA, Sect. 1955 provides that expenditures of this unit, which amounted to $8,074 in FY 83, shall be borne by the Department of Inland Fisheries and Wildlife.

# ATLANTIC SEA RUN SALMON COMMISSION

## GLENN H. MANUEL, CHAIRMAN

*Central Office:* Hedin Hall, B.M.H.I., Bangor *Telephone:* 289-2247 and 947-8627
*Mail Address:* P.O. Box 1298, Bangor, Me. 04401

*Established:* 1947 *Sunset Termination Scheduled to start by:* June 30, 1985

*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 289; *Citation:* 12 M.R.S.A., Sect. 6251

*Average Count—All Positions:* 6 *Legislative Count:* 6

*Organizational Units:*
Technical Advisory Committee
Two Regional Offices—Bangor, Machias

**PURPOSE:** The Atlantic Sea Run Salmon Commission was established to manage and conserve Atlantic salmon, Salmo salar, in all waters of the State of Maine and to restore the Atlantic salmon to the rivers of the State. The Commission is authorized to purchase or lease lands, dams and other structures within the State; to acquire flowage rights, mill privileges and right-of-way; and to build dams and other structures for the purpose of conservation of Atlantic sea run salmon. The Commission has sole authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight, and length of salmon and the locations from which they may be taken. The Commission also may investigate or cause to be investigated conditions affecting the salmon in any waters of the State, and may on its own initiative make or amend such regulations as it deems necessary to conserve Atlantic salmon or promote their propagation.

**ORGANIZATION:** The Atlantic Sea Run Salmon Commission was created in 1947. In 1948, a Memorandum of Agreement was signed between the University of Maine, the U.S. Bureau of Sport Fisheries and Wildlife (now U.S. Fish & Wildlife Service), the Department of Inland Fisheries and Wildlife, the Department of Sea and Shore Fisheries (now Department of Marine Resources), and the Atlantic Sea Run Salmon Commission, which delineated the duties and responsibilities of the cooperators. Updated in 1951 and again in 1962, this agreement remained in force until 1976 when an updated and revised Memorandum of Agreement was entered into by the signatory parties.

In May of 1980 the U.S. Fish and Wildlife Service notified the signatories of their desire to rewrite the existing agreement. In September, 1980 a new bilateral Cooperative Agreement was mutually agreed upon and entered into by the State of Maine and the U.S. Fish and Wildlife Service. The duties and responsibilities of the two signatories were delineated and a new Technical Advisory Committee was established to replace the old Research Committee. The Technical Advisory Committee is composed of 4 members assigned by the State of Maine and 4 members assigned by the U.S. Fish and Wildlife Service. The purpose of the committee is to advise the cooperators on technical matters relative to the Atlantic salmon restoration program in Maine, to review and comment on proposals for cooperative research, and to provide assistance in developing and updating a salmon restoration plan.

The Commission is composed of three members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, ex officio, and a third member appointed by the Governor, for a term of four years. The 106th Legislature appointed the Commissioner of Inland Fisheries and Wildlife as permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission governing the taking of Atlantic salmon within the jurisdiction of the State of Maine are enforced by the Warden Service of the Department of Inland Fisheries and Wildlife in inland waters, and by the Marine Patrol of the Department of Marine Resources in tidal waters.

**PROGRAM:** During FY 1983 the Atlantic Sea Run Salmon Commission assisted regional and national agencies, both public and private, in cooperative endeavors to restore and increase stocks of anadromous salmon. Highlights of the year's activities are as follows:

**The Salmon Fishery.** The 1982 angling season started slowly but by season's end was by all accounts a success. New records were set on the Penobscot River, where an official rod catch of 915 salmon was recorded, and on the Machias River where a 27 lb. 12 oz. salmon was taken by rod and reel. At season's end, the recorded catches were as follows: Narraguagus River — 85; Dennys — 40; Machias — 59; East Machias — 33; Pleasant — 19; Sheepscot — 15; Union River — 10. Salmon were evident in other rivers as well and a catch of 12 fish was reported from the Kennebec. Fish were noted in the Saco, the Androscoggin and St. George Rivers as well.

Traps operated by the staff of the Commission provide a count of ascending salmon on the Union and Penobscot Rivers. These facilities are also utilized to obtain the brood stock necessary for continuation of the hatchery program. On the Penobscot 3,247 salmon were counted through the Veazie Fishway trap and another 146 were captured at the Union River trap in Ellsworth. On the St. Croix River an additional 102 salmon were passed through the Millton Fishway and recorded by our Canadian colleagues in a cooperated endeavor to restore anadromous fishes to this historic boundary water. Of note was the return of 10 tagged grilse to the St. Croix for the 1981 releases. Grilse, one-sea-winter salmon, were noticeably absent in the other rod and trap catches for 1982.

Early returns to the 1983 sport fishery in Maine have been disappointing in those rivers dependent upon hatchery stocks. On the Penobscot the first salmon was taken on May 9th. At the close of the fiscal year only 130 fish had been taken on the rod from the Penobscot. However, the smaller coastal drainages were providing near normal catches with mid-June catches of 85 fish reported from the Narraguagus and 30 from the Dennys.

**Fish Culture Operations.** During the 1982 field season, 794 salmon were obtained for brood stock. These fish were held until spawning at the Craig Brook National Fish Hatchery. U.S. Fish and Wildlife personnel obtained approximately 2 million eggs from these fish. It was reported that the average Penobscot River salmon yielded 7,634 eggs.

Egg deposition was as follows: 336,000 were retained at the Craig Brook Hatchery for rearing; 1.13 million were transferred to the Green Lake hatchery; 514,000 were transferred to other federal hatcheries to assist the New England program, and 7,000 were allocated to basic research programs.

The Green Lake hatchery stocked 119,000 parr in the 3-4 inch size class in the fall of 1982. These fish, surplus to the overwintering capabilities of the hatchery, were released in the Penobscot, St. Croix and Saco rivers.

In the spring of 1983 approximately 640,000 smolts (migratory-size salmon) were released in the Maine waters. An additional 65.000 fry and parr were released in the Mattawamkeag, Dennys and St. Croix rivers. The upper reaches of the St. Croix River were stocked by helicopter provided courtesy of Georgia-Pacific. A legislative request was fulfilled when

100,000 hatchery-reared smolts were transferred to private cage rearing facilities at Eastport. It is expected that these fish will provide the seed stock needed to encourage fin-fish culture on the Maine coast.

**Miscellaneous.** In September, 1982, the Salmon Commission moved into new headquarters at the renovated Hedin Hall on the grounds of the Bangor Mental Health Institute. The angler survey and creel census reported in the previous annual report was continued during the 1982 field season. Angler use of the resource increased and 1,775 anglers made more than 13,000 trips to the Bangor-Veazie-Eddington area of the Penobscot. It was estimated that 24 percent of anglers were non-residents of Maine. During 1982 the staff of the Commission completed and sent 18 river management plans to be printed. Graphics have been completed and it is expected that the reports will be available to the public during 1983.

A comprehensive plan to provide guidance in the continuing restoration efforts of the Salmon Commission was completed in rough draft form by members of the staff. This report will be reviewed inhouse and by the signatories of the cooperative agreement before release to the public.

On the Androscoggin River a new fishway and trapping facility in the Brunswick Dam became operational in 1983. Operated by the Department of Marine Resources, this facility has already proven its value. At the time of this report, Atlantic salmon adults (10), smolts, brown trout, brook trout, shad, alewives and lampreys had successfully passed this structure. The new fishway at the renovated Hathaway Dam on the Pleasant River, Columbia Falls became operational in 1983. This hydro-electric facility, situated at the head of tide, may require additional construction if successful fish passage is to be realized. Considerable staff time is still required to review and comment upon retrofitted power facilities, new or proposed hydro power sites and other projects with potential impacts on the acquatic environments of the state.

The 1983 field season and open water fishing period saw the implementation of the new salmon tagging program authorized by the legislature. The salmon fishing permit (stamp) fee was increased and each angler limited to one fish per day with a ten fish season limit. Ten numbered plastic tags were provided the angler with each stamp. The tag must be attached to each salmon killed and transported within the state.

Of major importance to the salmon resources of the state was passage of a Rivers Protection Bill by the 111th Legislature and its approval by the Governor. Many of the present and future or potential salmon streams of Maine are included in the bill and have received additional protection from adverse development.

## LICENSES, PERMITS, ETC.:

Resident and non-resident permits authorized under MRSA, Title 12, Chapter 707, Section 7152. An Atlantic salmon permit, issued in the form of a stamp, is required to fish for Atlantic salmon in all inland waters and the coastal waters designated in section 6504. The stamp feel shall be $4 for residents 16 years of age or older and $30 for any non-resident 16 years of age or older during 1983 (12 MRSA §7152). Any Atlantic salmon taken from the inland or coastal waters designated in section 6504 must be identified with a tag bearing the stamp number of the person who caught the fish. Ten of these tags shall be issued with each Atlantic salmon stamp (12 MRSA §6553).

## PUBLICATIONS:

The Atlantic Sea Run Salmon Commission, Regulations, 1982, (No cost).

Popular articles on life history, agency programs, and the sport fishery as well as reprints and technical publications are available from the public information office of the Department of Inland Fisheries and Wildlife. There is a moderate fee and postage is requested.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| ATLANTIC SEA RUN SALMON COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 122,032 | 106,414 | | | 15,618 | |
| Health Benefits | 3,758 | 2,797 | | | 961 | |
| Retirement | 18,935 | 16,878 | | | 2,057 | |
| Other Fringe Benefits | 737 | 609 | | | 128 | |
| Other Contractual Service | 58,419 | 18,419 | 28,457 | | 11,543 | |
| Rents | 207 | 66 | 95 | | 46 | |
| Commodities | 7,106 | 4,097 | 1,329 | | 1,680 | |
| Grants—Subsidies—Pensions | 8,262 | 108 | 8,051 | | 103 | |
| Equipment | 21,733 | 6,532 | 14,886 | | 315 | |
| Transfers to Other Funds | 2,653 | | 2,653 | | | |
| **TOTAL EXPENDITURES** | 243,842 | 155,920 | 55,471 | | 32,451 | |

# DIVISION OF FISHERIES AND HATCHERIES

## ROBERT E. FOYE, DIVISION DIRECTOR
## PETER M. BOURQUE, ASST. DIVISION DIRECTOR

*Central Office:* 284 State Street, Augusta *Telephone:* 289-3651
*Mail Address:* Statehouse Sta. #41, Augusta, Maine 04333

*Established:* 1952 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 137F; *Citation:* 12 M.R.S.A., Sect. 7034

*Average Count—All Positions:* 56 *Legislative Count:* 0

**PURPOSE:** The Division of Fisheries and Hatcheries is responsible for research, surveys and inventories; habitat management; use regulations; environmental assessments; landowner assistance; propagation; stocking and licensing of control and scientific programs relating to Maine's fishery resources.

**ORGANIZATION:** The Division of Fisheries and Hatcheries is now organized into a Fishery Research and Management Section and a Hatchery Section. The Division operates 7 Regional Offices, one research unit, 9 Fish hatcheries and/or rearing stations and a hatchery laboratory.

**PROGRAM:**

**Fishery Research and Management.** The major emphasis has been implementation of a 5-year update on the Fish Species Management Plan; implementation of these plans for 11 major game fish species plus several species of non-game fish of importance in fish management in Maine. The 7 regional offices were able to maintain close contact with the fishery resource and with the people utilizing the resource. Public relations problems are minimized with the contact maintained on the local level.

Fish Stocked In Inland Waters from Hatcheries and
Rearing Stations of the Maine Department of Inland
Fisheries & Wildlife—Jan. 1, 1982 to Dec. 31, 1982

| | *Number* | *Pounds* |
|---|---|---|
| Landlocked salmon | 258,212 | 32,913 |
| Brown trout | 174,539 | 47,805 |
| Lake trout | 156,078 | 15,485 |
| Brook trout | 594,761 | 50,441 |
| Sunapee trout | 1,280 | 28 |
| Splake | 11,055 | 1,202 |
| | 1,195,925 | 147,874 |

**LICENSES, PERMITS, ETC.:**

Scientific collectors permits for fish
Alewife, sucker & yellow perch permits
Bass tournament permits
Permit to stock waters in Maine
Smelt bait dealers license
License to sell commercially grown or imported fish
Permit to import live fresh water fish or eggs
License to cultivate or harvest fish in private ponds.

**PUBLICATIONS:**

Fish stocking report—$1.00
Fisheries reports distributed by the Public Information Division

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $1,652,309 in FY 83 and are, by administrative decision, included with those of Department of Inland Fisheries & Wildlife.

## JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

### GLENN H. MANUEL, COMMISSIONER

*Central Office:* 284 State Street, Augusta; *Floor:* 1 *Telephone:* 289-2571
*Mail Address:* 284 State Street, Augusta, Maine 04333

*Established:* 1979 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 143; *Citation:* 12 M.R.S.A., Sect. 7302-7303.

*Average Count—All Positions:* 5 *Legislative Count:* 0

**PURPOSE:** The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews Camp Trip Leaders' safety course curriculum, and certifies candidates for Camp Trip Leaders Permits.

**ORGANIZATION:** The Commissioner of Inland Fisheries & Wildlife appoints a board of 5 members, one member of which is a Maine camp Director, another a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and the others members of the general public. The board serves without compensation for 3 years or until successors are appointed.

**PROGRAM:** PL 151 repealed the Junior Guide Examining Board in April 1979 and created the Junior Maine Guide and Trip Leader's Curriculum Board. Appointments to the board were made in early 1980. Six forming meetings were held and regular meetings planned quarterly thereafter.

Pursuant to 12 MRSA, sections 7302-7303 the testing programs were formulated. One for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated but candidates may use others if they are equally or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

The Trip Leader Curriculum Board reviewed and revised the examination for permit and Instructor applicants in order to make it easier for the Instructors to use and to update material within.

The number of permits issued has remained consistent with the prior year with an increase of 3% to date.

It was found the trip itinerary card should be eliminated due to the fact that it must be filed with the Department of Conservation-Bureau of Forestry, and the Camp Director.

**LICENSES, PERMITS, ETC.:**

Maine Camp Trip Leader Permit
Instructor Certification for Camp Trip Leader Safety Course Curriculum

**PUBLICATIONS:**

Administrative Rules and Regulations adopted Curriculum (outline)
Resources List (study materials)
Copies of 12 MRSA §7302-7303
Associated forms and application blanks
Wallet ID card for Instructors.
Class Schedule and Role Sheet
ID pin
Trip Itinerary Cards
Information packer—free
Trip Leader button — free

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $84.50 in FY 83 and are, by administrative decision, included with those of the Licensing Division.

# BOARD OF EXAMINERS FOR THE LICENSING OF GUIDES

## GLENN H. MANUEL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

*Central Office:* 284 State Street, Augusta *Telephone:* 289-3371
*Mail Address:* 284 State St., Augusta, Maine 04333
*Established:* 1975 *Sunset Review Required by:* June 30, 1984
*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 142; *Citation:* 12 M.R.S.A., Sect. 2053
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Examiners for the Licensing of Guides was established to determine the applicant's qualifications for the guide classification applied for, and to advise the Commissioner of their findings.

**ORGANIZATION:** The board shall consist of the Commissioner or such subordinate officer of the Department as the Commissioner may designate, two wardens of the Department, and a representative of the public to be appointed by the Governor for a term of 3 years. The public member shall receive no compensation, but the Department shall reimburse him for actual expenses incurred in carrying out his duties at the same rate as provided for state employees.

**PROGRAM:**

The Board of Examiners for the Licensing of Guides met 15 times during the calendar year 1982. The board passed 134 applicants. 21 applicants were denied and 13 applicants did not come for their scheduled oral examination.

Because of the tremendous interest in this new industry, a specialized board of wardens especially trained in whitewater rafting and a member from the industry was formed. This board met 17 times. They passed 158 applicants and denied 138. Exams were given for the Kennebec River, the Cribwork Section of the Upper West Branch of the Penobscot and the Lower Section of the West Branch of the Penobscot.

The following is a summary of the types of licenses reviewed by the Board:

| | *Passed* | *Denied* |
|---|---|---|
| General | 45 | 19 |
| Fishing | 14 | 0 |
| Hunting | 20 | 2 |
| Recreational | 17 | 0 |
| Fishing/Recreational | 8 | 0 |
| Hunting/Recreational | 4 | 0 |
| Hunting/Fishing | 8 | 0 |
| Mountain Climbing | 12 | 0 |
| Bass Fishing Only | 4 | 0 |
| Waterfowl Hunting Only | 1 | 0 |
| Grouse/Woodcock/Pheasant Hunting Only | 1 | 1 |
| General Whitewater | 158 | 138 |
| Recreational/Whitewater | 1 | 0 |

**LICENSES, PERMITS, ETC.:**

Resident Guide License
Nonresident Guide License
Alien Guide License

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

## LAND ACQUISITION AND DEVELOPMENT DIVISION

### G. DONALD TAYLOR, SUPERVISOR

*Central Office:* 284 State Street, Augusta *Telephone:* 289-2571
*Mail Address:* Statehouse Sta. #41, Augusta, Maine 04333

*Established:* 1982 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 137E; *Citation:* 12 M.R.S.A., Sect. 7034

*Average Count—All Positions:* 9 *Legislative Count:* 0

**PURPOSE: Engineering Section.** The purpose of this unit includes the following functions: the design and supervision of capital construction projects; the preparation of contract documents; the force account construction and maintenance of Department owned facilities using Department personnel; and to carry out assignments as mandated by the Commissioner or requested by other divisions.

**Realty Section.** The purpose of the Realty Section is to acquire and manage lands, dams, water rights, rights-of-way, easements or other rights necessary for the functions of the various divisions within the Department.

**ORGANIZATION:** The division was established by administrative directive and consists of Division supervisor, Right of Way Appraisors, carpenters and seasonal laborers.

**PROGRAM: Engineering Section**—During the year a new dam was built in Hodgdon on a Game Management Area; repairs were done to Fahi Pond Dam, Orange River Dam, Pocomoonshine Lake Dam, Panther Pond Dam and Pennamaquam Lake Dam. Renovation of an office building at Bangor Mental Health Institute to provide a new regional building was also completed. A lumbering operation by this section cut 42,000 board feet of pine, 14,000 board feet of spruce and 82 cords of firewood and pulp during the winter months.

**Realty Section**—During the past year the Department has acquired land through purchase and gifts. This brings to a total of about 49,000 acres of woodland, wetlands and seabird nesting islands required for wildlife management purposes under the Wildlife Habitat Acquisition Fund Program.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $226,318 in FY 83 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

# PROGRAM DEVELOPMENT AND COORDINATION DIVISION

### KENNETH H. ANDERSON, DIRECTOR

*Central Office:* 284 State Street, Augusta *Telephone:* 289-3286
*Mail Address:* Statehouse Sta. #41, Augusta, Maine 04333
*Established:* 1968 *Sunset Review Required by:* June 30, 1984
*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 137P; *Citation:* 12 M.R.S.A., Sect. 7034
*Average Count—All Positions:* 16 *Legislative Count:* 0

**PURPOSE:** The Program Development and Coordination Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program; administration of environmental laws; maintenance of electronic data collection and processing program; and obtaining grants for program implementation.

**ORGANIZATION:** The Division was established by administrative directive in 1968 and currently consists of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section.

**PROGRAM:** Work continued on the development and enhancement of procedures for refining species assessments and monitoring on-going program accomplishments in cooperation with the Wildlife and Fisheries Divisions. Biological assessments and technical recommendations (1,300 projects), were provided in regard to hydro development, Wetlands, Site Location, Mining, Great Ponds and Land Use Regulation Commission (LURC) laws. In addition, approximately 130 Stream Alteration applications were processed. Division personnel also worked directly on a variety of projects associated with the comprehensive legislative package which resulted in the enactment of legislation to protect Maine's outstanding river resources; hydropower policy recommendations; and mineral resources and peat mining concerns; as well as coordination of the Department's input into Corps of Engineer and other projects affected by the Fish and Wildlife Coordination Act. Liaison was maintained with a variety of state and federal agencies, and specific matters were coordinated as required. These agencies included the U.S. Fish and Wildlife Service, U.S. Forest Service, Maine Bureau of Public Lands, Maine Land Use Regulation Commission, Maine Critical Areas Program, Maine Historical Preservation Commission, Maine State Planning Office, Maine Department of Agriculture, Maine Department of Environmental Protection and the University of Maine, College of Forest Resources and the Department of Agriculture and Resource Economics. Division personnel also served as the Department's representative to the Land & Water Resources Council, the interagency Indian Coordinating Committee, Maine Mapping Committee, North Maine Woods, Water Flow Management Policy Committee, as well as providing technical input to special hydro and peat task forces, LURC zoning, public land management and federal forest resurvey. The Division was also assigned the responsibility for preparing documentation and coordination with the Legislative Audit and Program Review Committee. Numerous other assignments were carried out by Division personnel. These included work on the projected financial needs of the Department, coordination of the administration of the 1982 and 1983 moose hunts, representation on the Sportsman Alliance of Maine's Deer Task Force, the evaluation of hydropower generation feasibilities associated with Department owned dams and development of a proposal concerning the evaluation of the Department's automated data processing needs. Technical assistance (file set up, computer processing, statistics, and data analysis) was provided to the Wildlife, Fisheries and Warden Divisions. Data processing needs and activities were coordinated with Central Computer Services, Department of Environmental Protection, Land Use Regulation Commission, Bureau of Forestry, State Planning Office, and Department of Transportation. Technical assistance was provided to various wildlife work programs. Major efforts were spent to develop the capability of using Landsat satellite data, applying these data for wildlife habitat evaluation, and to develop a geographic information base for the western Maine predator study area. Work also continued on fish and wildlife operational program planning; formulation of fish, wildlife, and law enforcement program monitoring and control systems; development and maintenance of land and species use data files; big game registration systems and associated forms; development of species assessments; and formulation of regulatory proposals. An Animal Damage Control Program for the Department is being developed by the staff to address nuisance wildlife concerns and coordinate the various approaches to resolving nuisance problems. Extension-information and damage assessment will comprise essential components of the program. Division personnel prepared and submitted a federal grant proposal under the Museum Services Act (Title II of the Arts, Humanities and Cultural Affairs Act of 1976) for $50,000 to develop educational materials and facilities at the Department's Visitor's Center and Game Farm in Gray.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $388,541 in FY 83 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

# PUBLIC INFORMATION DIVISION

### W. THOMAS SHOENER, DIRECTOR

*Central Office:* 284 State Street, Augusta *Telephone:* 289-2871
*Mail Address:* Statehouse Sta. #41, Augusta, Maine 04333

*Established:* 1952 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 1371; *Citation:* 12 M.R.S.A., Sect. 7034

*Average Count—All Positions:* 6 *Legislative Count:* 0

**PURPOSE:** The major function of the Public Information Division is to create and maintain public understanding and support for departmental objectives and programs.

**ORGANIZATION:** The Division was created in 1952, as the Information and Education Division, under authorization granted by the 96th Maine Legislature in 1951. It was reorganized into the Public Information Division, effective July 1, 1980.

**PROGRAM:** The major programs of the Public Information Division involve the production of *Maine Fish and Wildlife* magazine, providing public services, news media relations, and coordinating exhibits and displays for the department. It is also involved with the production of other publications and providing photographic and other services to other divisions in the department.

The past fiscal year was one of maintaining programs, with minor adjustments, following major changes in the division's operations during the preceeding two years.

Emphasis in the news program continued to be in the television medium, using the division's videotaping capability to gain public exposure for the department's activities. Tapes of a variety of field projects were provided to the commercial stations to complement news broadcasts, and several new public service announcements were produced and distributed. Periodic news releases were written and mailed, and personal contact maintained with state and national news media personnel—especially in reference to the highly-publicized moose hunting season.

The division also continued coordination of a monthly commissioner's guest column in *The Maine Sportsman*.

Paid circulation of *Maine Fish and Wildlife* magazine, produced by the Public Information Division, rose more slowly, following the dramatic 25 percent increase in subscribers during the previous year.

Minor changes were made in the schedule of appearances of the department's portable display, most notably the addition of a five-day sportsman's show on Long Island, New York. Staffed with volunteers from throughout the department, the display appeared at four shows in-state and four out-of-state during the winter and early spring months.

A considerable amount of work of the division continues to be responding to the thousands of public information requests—phoned, written and in person—that are directed to the department's Augusta office each year. To the extent possible, the division also provides editorial, graphic and photographic support to other divisions of the department.

**PUBLICATIONS:**

*Maine Fish and Wildlife* magazine (quarterly)—$6.00 per year
*The Maine Way* cookbook of fish and game recipes—$4.95
Reprints on a variety of wildlife and fish subjects—35¢ each
Publications Catalog listing above reprints—free
Maine Freshwater Fishing—free

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $265,352 in FY 83 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

## DIVISION OF RECREATIONAL SAFETY AND REGISTRATION

**GLENN H. MANUEL, COMMISSIONER**
**LORENZO J. GAUDREAU, Director**

*Central Office:* 284 State Street, Augusta; *Floor:* 1 *Telephone:* 289-2043
*Mail Address:* 284 State Street, Augusta, Maine 04333
*Established:* 1963 *Sunset Review Required by:* June 30, 1984
*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 141; *Citation:* 12 M.R.S.A., Sect. 7791
*Average Count—All Positions:* 20 *Legislative Count:* 0

**PURPOSE:** The purpose of the Licensing Division is to register boats, airmobiles, snowmobiles, and direct the issuance of all licenses for the department. It regulates watercraft in harmony with the Federal Boat Safety Act of 1971, the size of motors used on motorboats on internal waters and the mandatory reporting requirements of boating accidents. The division issues licenses to operators of boats used to carry passengers for hire, commercial whitewater outfitters and issues permits to conduct races and regattas on state waters.

**ORGANIZATION:** The Division of Watercraft Registration and Safety was established in 1963 as a separate administrative agency headed by the commissioners of Inland Fisheries and Game and Marine Resources. Previously, boats in Maine were registered by the U.S. Coast Guard on federal waters, by the Department of Inland Fisheries and Game on inland waters, and by the Public Utilities Commission where commercial uses were involved. Organization of the Division brought all boating interests and matters under one agency and permitted retaining all license fees in the State for dedication to boating interests under the Boat Law. From 1963 to 1973, only boats driven by machinery of over ten horsepower were required to be registered; however, due to changes in federal law, it became necessary to register all motorboats as of January 1, 1974. Under State Government reorganization legislation of 1973, the Division was placed within the Department of Inland Fisheries and Game as a division of that agency, effective July 1, 1974. The Division of Snowmobile Registration was established in

1969 as a division of the Department of Inland Fisheries & Game and was administratively combined with the safety section in August of 1973. The Division was renamed the Division of Snowmobile Safety and Registration. In September of 1976, the Division of Watercraft Registration and Safety was combined with the Division of Snowmobile Safety and Registration and became the Division of Recreational Safety and Registration. In 1981 by Administrative Act all licensing and registration activities were consolidated and became the Licensing Division. The Safety Section was transferred to Warden Service.

**PROGRAM:** The Divisions' objectives are to register boats, snowmobiles, and airmobiles in order to identify users, regulate their operation by coordinating with law enforcement officials, and promote safe responsible participation in boating, and snowmobiling.

The Division provides the public with hunting, fishing licenses and miscellaneous permits through the department's main office and our license agents. It also processes moose hunt applications and issues the 1,000 permits which are drawn by public lottery.

The Division registered 51,670 boats, issued 1,069 duplicate registrations, 131 dealer certificates, 319 operator licenses, and granted 5 permits for races and regattas. The Division also registered 42,177 snowmobiles and issued 217 snowmobile dealer certificates and 80 duplicate snowmobile certificates.

**LICENSES, PERMITS, ETC.:**

Licenses:
- Archery—resident, nonresident, alien
- Combination hunting and fishing—resident, nonresident, alien
- Fishing—resident, nonresident, alien
- Hunting—resident, nonresident, alien
- Combination Serviceman resident license
- Combination fishing & archery—resident
- Commercial fishing & archery—resident
- Commercial shooting area license
- Fishing (for the blind)
- Fishing & Hunting for resident over 70
- Hide Dealers—resident & nonresident
- Game Bird Breeders
- Guide—resident, nonresident, alien
- Indian hunting, fishing, trapping, archery
- Live bait dealers
- Wildlife exhibitors
- License to sell inland fish
- License to sell live smelts
- Taxidermist
- Trapping
- Fishing & hunting disabled war vets—resident
- Fishing & hunting paraplegic—reciprocity with other states
- Fish for children camps
- Commercial Whitewater Outfitters
- Motorboat Operator License
  (To carry passengers for hire in inland waters)

Permits:
- Camp trip leaders
- Fishing for patients at certain institutions
- Watercraft Races & Regattas on Inland Waters

Miscellaneous
- Game Bird Seal
- Pheasant wing bands
- Pheasant importation wing bands
- Atlantic Salmon Stamp—resident & nonresident
- Pheasant Stamp—resident & nonresident
- Motorboat Registration
- Snowmobile Registration

**PUBLICATIONS:**
Watercraft Laws (free)
Sportsmen and Small Boats (free)
Snowmobile Laws (free)
About Boating Safety (free)
Numerous Boating Safety Pamphlets—(U.S. Coast Guard—free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DIVISION OF RECREATIONAL SAFETY AND REGISTRATION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 146,356 | | 146,356 | | | |
| Health Benefits | 6,682 | | 6,682 | | | |
| Retirement | 23,614 | | 23,614 | | | |
| Other Fringe Benefits | 850 | | 850 | | | |
| Computer Services—State | 38,196 | | 38,196 | | | |
| Other Contractual Service | 56,223 | | 56,223 | | | |
| Commodities | 435 | | 435 | | | |
| Transfers to Other Funds | 8,597 | | 8,597 | | | |
| **TOTAL EXPENDITURES** | 280,953 | | 280,953 | | | |

# WARDEN SERVICE DIVISION

**JOHN F. MARSH, CHIEF WARDEN SERVICE (COLONEL)**
**CHARLES A. MERRILL, Deputy Chief Warden Service (Major)**

*Central Office:* 284 State Street, Augusta *Telephone:* 289-2766
*Mail Address:* Statehouse Sta. #41, Augusta, Maine 04333

*Established:* *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 137S; *Citation:* 12 M.R.S.A., Sect. 7034

*Average Count—All Positions:* 138 *Legislative Count:* 0
(Currently filled positions—law enforcement and support personnel)

**PURPOSE:** The primary function of the Maine Warden Service is to enforce Title 12, Chapters 701-721, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws, searches for lost persons in the fields and forests of the State of Maine, searches for drowned persons, and have the same duties and powers as sheriffs throughout the several counties of the state as these sheriffs do in their respective counties.

**ORGANIZATION:** The Maine Warden Service is comprised of one (1) Game Warden Colonel, one (1) Game Warden Major, five (5) Game Warden Lieutenants, eighteen (18) Game Warden Sergeants, nine (9) Game Warden Specialists, eighty-nine (89) game wardens, five (5) game warden pilots, and one (1) detective.

**PROGRAM:** The Maine Warden Service, during a one year period from January 16, 1982 to January 15, 1983, enforced in total hours fish and wildlife laws as shown below:

| *Type of Enforcement* | *Hours Spent* |
|---|---|
| fish law | 49,843 |
| wildlife law | 71,141 |
| Land Use Regulation Commission | 461 |
| Department of Environmental Protection | 439 |

| | |
|---|---|
| Stream Law Alteration | 119 |
| boat law | 4,865 |
| snowmobile law | 6,060 |
| dog leash law | 12,185 |
| litter law | 396 |
| assisting other agencies | 2,356 |
| training | 10,334 |

During this same time period, game wardens had a total number of prosecutions of 4,976. Game wardens checked 38,070 hunters, 69,686 anglers, 2,798 trappers and issued 2,207 warnings. Game wardens also checked the operators of 18,011 boats, 17,561 snowmobiles and investigated 8,232 complaints.

The total expenses incurred by Warden Service on searches for lost persons and drownings during the period of January 1, 1982 through December 31, 1982 were $69,140. There were 300 persons lost and 22 who drowned.

**LICENSES, PERMITS, ETC.:**

| | **Fee (If Any)** |
|---|---|
| Special dog training area license | $17.00 |
| License to hold field trials for sporting dogs | 17.00* |
| Snowmobile race permit | NONE |
| Import permit (fish and wildlife) | NONE |
| Eel permit for licensed trappers (20 lbs. of eels) | NONE |
| Permit to stock rabbit | NONE |
| Sale of wildlife permit | NONE |

*Plus a department representative fee of $17.00 per day, required at field trials.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $5,036,149 in FY 83 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

# DIVISION OF WILDLIFE MANAGEMENT VISITOR'S CENTER

**ROBERT W. BOETTGER, DIRECTOR**
**LEE E. PERRY, Assistant Director**

*Central Office:* 284 State Street, Augusta *Telephone:* 289-3651
*Mail Address:* Statehouse Sta. #41, Augusta, Maine 04333

*Established:* 1975 *Sunset Review Required by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 09; *Unit:* 137W; *Citation:* 12 M.R.S.A., Sect. 7651

**PURPOSE:** The purpose of this Division is to develop and conduct research, monitoring and management programs to maintain and enhance the wildlife resources of the State for the benefit of both the resource and the consumptive and non-consumptive users of the resource. In addition the Division administers a visitor's center and wildlife display at the State Game Farm.

**ORGANIZATION:** Division of Wildlife Management and Visitor's Center is at present organized into a Wildlife Research Section, a Wildlife Management Section and a Visitor's Center. The Division operates two research offices (to be consolidated into one by October 1, 1983), one management office, seven regional offices and one visitor's center and wildlife display.

**PROGRAM:** Important accomplishments during the past fiscal year included a necessary reduction in the Maine hunting season on black ducks plus convincing the U.S. Fish & Wildlife Service that the harvest should be reduced throughout the Atlantic Flyway during 1983. Deer hunting seasons were restricted in areas where required under the Commissioner's recently granted authority to promulgate antlerless seasons. Efforts directed towards convincing the U.S. Fish & Wildlife Service to relax recent federal framework restrictions on woodcock hunting were successful. Canada geese and marten were stocked in new areas in order to increase the distribution of these two important wildlife species throughout the State. The financial base for a much needed non-game project was established via the passage of income tax check-off legislation by the 111th Legislature. An accelerated development program for state-owned wildlife management areas was initiated to provide optimum habitat for resident wildlife species.

**LICENSES, PERMITS, ETC.:**

Maine Falconry Permits
Maine Scientific Collection Permits
Maine Bird Banding Permits
Stumpage (Wood Harvesting) Permits
Swan Island Campground Permits

**PUBLICATIONS:**

Annual Big Game Project Report
Annual Migratory Bird Project Report
Publication free—$.60 mailing charge.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit were budgeted for $1,855,248 in FY 83 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

# MAINE INSURANCE GUARANTY ASSOCIATION

**EDWARD J. LEGERE, CHAIRPERSON**
**PAUL M. GULKO, Executive Secretary**

*Central Office:* 400 Congress Street, Portland *Telephone:* 775-5621
*Mail Address:* 15 New Chardon St., Boston, Mass. 02114; Tel. No. (617) 227-7020

*Established:* May 9, 1970 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 99; *Unit:* 353; *Citation:* 24-A M.R.S.A., Sect. 4436

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

**FINANCES, FISCAL YEAR 1983:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

# STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

**KATHRYN H. GODWIN, DIRECTOR**

*Central Office:* University of Maine at Orono, Orono *Telephone:* 581-4136
*Mail Address:* 162 College Avenue, Orono, Maine 04469

*Established:* 1967 *Sunset Termination Scheduled to Start by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 92; *Unit:* 354; *Citation:* 5 M.R.S.A., Sect. 293

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

**ORGANIZATION:** To further the purposes of the program, the legislation provides for a State Government Internship Program Advisory Committee, comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the Director for the unexpired term. The members of the Internship Program Advisory Committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine at Orono. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

**PROGRAM:** The 1983 State Government Internship Program placed thirty-one (31) Maine college students in twenty-three (23) state agencies for a period of twelve weeks, beginning May 31.

**Intern Eligibility.** In order to qualify for the program participants had to be legal residents of Maine, be currently enrolled in college, and have successfully completed two years of college. The Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all vocational schools, colleges and universities throughout Maine.

**Intern Selection.** All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

**Internship Experience.** The internship experience began with an orientation session for all interns at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly salary of $160. Academic credit from the University of Maine at Orono was available, but not mandatory, for participants in the 1983 internship program.

General coordination and supervision of the program was conducted by the Bureau of Public Administration. Basic supervision of each intern was the responsibility of the agency in which the intern was placed. Formal meetings with each intern and his/her supervisor with the program director were held during the first month to discuss work assignments and progress on assignments.

Participants in the program were requested to submit a brief report covering the work they performed in the agency and recommendations on improving the internship program.

The Internship experience was enhanced and broadened by two meetings with guest speakers from State Government and the Legislative Leadership. These sessions provided the opportunity for interns to hear and learn more about State Government and the Legislature from some key officials.

**PUBLICATIONS:**

Maine State Government Internship Program, Summer 1977—annual report
Maine State Government Internship Program, Summer 1978—annual report
Maine State Government Internship Program, Summer 1979—annual report
Maine State Government Internship Program, Summer 1980—annual report
Maine State Government Internship Program, Summer 1981—annual report
Maine State Government Internship Program—Summer 1982—annual report
All publications available upon request—no charge

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $2,000.00 (Administrative Costs) in FY 83. Participating State agencies shared these administrative costs.

# MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

## GEORGE N. CAMPBELL, JR., COMMISSIONER OF TRANSPORTATION

*Central Office:* 46 Old Post Road, Kittery *Telephone:* 207-439-4128
*Mail Address:* P.O. Box 747, Portsmouth, N.H. 03801

*Established:* 1936-37 *Sunset Review:* Not Established

*Reference: Policy Area:* 07; *Umbrella:* 98; *Unit:* 419; *Citation:* 1937 P&SL, Chap. 18

*Average Count—All Positions:* 16 *Legislative Count:* 0

**PURPOSE:** The Authority was created to construct, maintain, reconstruct, and operate an interstate toll bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire, and approaches and approach facilities thereto.

**ORGANIZATION:** The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Highway Commissioner of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a Compact entered into by said states which was consented to by the Congress of the United States.

**PROGRAM:** Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and its approaches.

**FINANCES, FISCAL YEAR 1983:** The State accounting records for FY 83 do not contain any account assigned to this unit.

# JUDICIAL DEPARTMENT

**VINCENT L. McKUSICK, CHIEF JUSTICE**

*Central Office:* 66 Pearl Street, Portland *Telephone:* 775-1500
*Mail Address:* Box 4820 Downtown Station, Portland, Maine 04112

*Established:* 1820

*Reference: Policy Area:* 00; *Umbrella:* 40; *Unit:* 274; *Citation:* 4 M.R.S.A., Sect. 1

**PURPOSE:** The purpose of the Judicial Department is to administer the State courts within that Department.

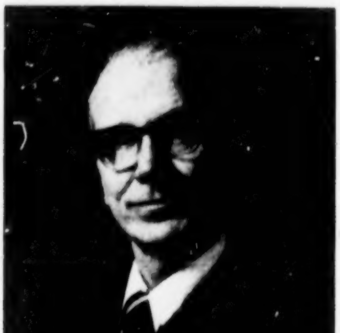
**ORGANIZATION:** Until the signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and therefore included in the Massachusetts court system. However, in 1820, Article VI, Section 1, of the new Maine Constitution created by the Legislature established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices to seven and authorized the justices to travel in circuits.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. The most recent change to the Maine Judicial System occurred in 1978 with the addition of the Administrative Court.

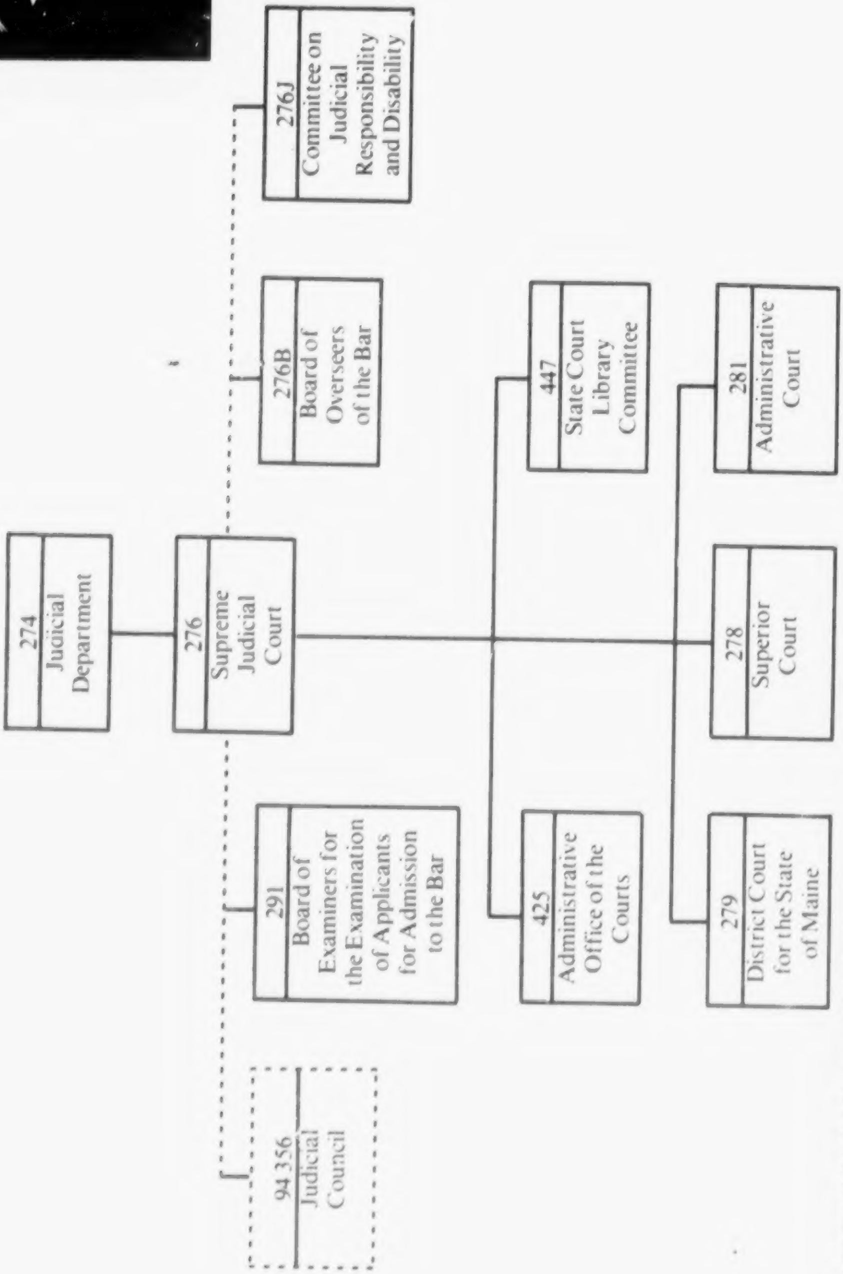
**PROGRAM:** See the submission of the Supreme Judicial Court for program description.

**FINANCES, FISCAL YEAR 1983:** 4 M.R.S.A. Sections 22 and 24 provide that expenditures of this unit, which amounted to $5,547,527 in FY 83 shall be borne by the Judicial Department, and are, therefore, included in its financial display.



**Judge Vincent L. McKusick**
*Chief Justice*
*of the Superior Court*

## ORGANIZATIONAL CHART JUDICIAL DEPARTMENT UMB 40


274 Judicial Department
276 Supreme Judicial Court
276J Committee on Judicial Responsibility and Disability
276B Board of Overseers of the Bar
291 Board of Examiners for the Examination of Applicants for Admission to the Bar
94 356 Judicial Council
447 State Court Library Committee
425 Administrative Office of the Courts
281 Administrative Court
278 Superior Court
279 District Court for the State of Maine

Approved by the Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## JUDICIAL DEPARTMENT

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 5,617,731 | 5,609,796 | 7,935 | | | |
| Health Benefits | 218,078 | 218,078 | | | | |
| Retirement | 558,857 | 558,857 | | | | |
| Other Fringe Benefits | 23,682 | 23,682 | | | | |
| Computer Services—State | 16,200 | 16,200 | | | | |
| Other Contractual Service | 5,299,209 | 5,261,021 | 34,303 | | 3,885 | |
| Rents | 590,234 | 590,036 | 198 | | | |
| Commodities | 214,972 | 213,623 | 1,349 | | | |
| Grants—Subsidies—Pensions | 1,160,999 | 1,160,999 | | | 800 | |
| Buildings and Improvement | 24,164 | 19,900 | 4,264 | | | |
| Equipment | 67,376 | 36,237 | 31,139 | | | |
| Transfers to Other Funds | 2,250 | | 2,250 | | | |
| **TOTAL EXPENDITURES** | 13,793,752 | 13,707,629 | 81,438 | | 4,685 | |

| JUDICIAL DEPARTMENT (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 5,609,796 | 5,609,796 | | | | |
| Health Benefits | 218,078 | 218,078 | | | | |
| Retirement | 558,857 | 558,857 | | | | |
| Other Fringe Benefits | 23,682 | 23,682 | | | | |
| Computer Services—State | 16,200 | 16,200 | | | | |
| Other Contractual Service | 5,265,211 | 5,261,021 | 305 | | 3,885 | |
| Rents | 590,036 | 590,036 | | | | |
| Commodities | 214,964 | 213,623 | 1,341 | | | |
| Grants—Subsidies—Pensions | 1,160,999 | 1,169,999 | | | 800 | |
| Buildings and Improvement | 24,164 | 19,900 | 4,264 | | | |
| Equipment | 67,376 | 36,237 | 31,139 | | | |
| Transfers to Other Funds | 15 | | 15 | | | |
| **TOTAL EXPENDITURES** | 13,749,378 | 13,707,629 | 37,064 | | 4,685 | |

# SUPREME JUDICIAL COURT

## VINCENT L. McKUSICK, CHIEF JUSTICE

*Central Office:* 142 Federal Street, Portland *Telephone:* 775-0577
*Mail Address:* Box 4910 DTS, Portland, Maine 04112

*Established:* 1820 *Sunset Review Required by:* No Sunset Data for this Submission

*Reference: Policy Area:* 00; *Umbrella:* 40; *Unit:* 276; *Citation:* 4 M.R.S.A., § 1

**PURPOSE:** The purpose of the Supreme Judicial Court as the Law Court is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

**ORGANIZATION:** The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior Court, appeals from all final judgments, orders and decrees of the Probate Court, appeals of the Public Utilities Commission and the Workers Compensation Commission's Appellate Division, interlocutory criminal appeals, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to hear non-jury civil actions, except divorce or annulment of marriage, and can be assigned by the Chief Justice to hear Superior Court cases in general, including post-conviction matters. In addition, single justices handle both admission to the bar and bar disciplinary proceedings. The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Supreme Judicial Court serve as the Appellate Division for the review of sentences of one year or more.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. The court sits in Portland four times a year and in Bangor twice a year.

By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department.

Upon retirement, a Supreme Judicial Court justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

**PROGRAM:**

**Judicial Conference.** The Fifth Maine Judicial Conference was held on September 13th and 14th in Sebasco Estates, Maine. Pursuant to 4 M.R.S.A. §471, the conference was attended by all Maine justices and judges "who shall advise and consult with the Supreme Judicial Court and the Chief Justice on matters affecting the administration of the Judicial Department....".

The conference began with a seminar on search and seizure presented by the Hon. William Grimes, Retired Chief Justice of the New Hampshire Supreme Court. The first part of the second day was devoted to separate meetings of the members of each court to discuss various administrative and technical concerns; the last half of the day was spent in attendance at a presentation relating to the potential use of computers in Maine courts.

**Media in the Courts.** In December 1981, the Supreme Judicial Court's Advisory Committee on Criminal Rules submitted a report on its "extensive examination of whether the rules should be amended regarding media access to the courtrooms". On January 22, 1982, the Court issued a "Notice of Opportunity to Comment on Criminal Rules Committee's Report on Media in the Courts". In response to this invitation, officials, including the Attorney General of the State of Maine; organizations and corporations, including Sigma Delta Chi—Society of Professional Journalists, Maine Association of Broadcasters, and other media organizations and representatives; judges and lawyers; and many private citizens filed statements of their views, in a number of cases accompanied by additional material relevant to the subject under consideration.

As a result, the Supreme Judicial Court issued an Administrative Order, effective April 2, 1982, allowing for the photographic and electronic coverage of the oral proceedings of the Supreme Judicial Court sitting as the Law Court. While several cases have been afforded such coverage since the promulgation of the order, the most complete media coverage was provided for Common Cause vs. The State of Maine, popularly known as the "Bath Iron Works case".

**Judicial Education.** A variety of conferences and courses were attended by individual members of the judiciary. Four recent appointees to the bench participated in general orientation courses for their respective court levels, and the two new members of the Supreme Judicial Court attended a national Appellate Judges' Seminar. Courses attended by other members of the judiciary were on small claims, evidence, civil litigation and criminal evidence.

Judicial behavior and responsibility was the topic of a conference attended by a District Court Judge. The Supreme Judicial Court attended a Northern New England Appellate Judges Conference; the topics for panel discussions were the constituencies of courts, case processing in appellate courts, rules of practice, attorney competency and court facilities. A District Court judge represented the judiciary at a statewide conference for members of the criminal justice system entitled "Value Conflicts in the Criminal Justice System".

Justice Stephen L. Perkins served as a faculty member at a three week course for general jurisdiction trial judges at the National Judicial College in Reno, Nevada.

**Committees of the Judicial Department.** There are 18 functional committees within the Judicial Department. The purpose of these committees, which include judges, lawyers, and private citizens, is to assist the chief justice, the Supreme Judicial Court, and the chief judge of the District Court in carrying out their respective responsibilities.

**LICENSES, PERMITS, ETC.:**

Admission to Practice—Attorney At Law, 4 M.R.S.A. § 801

**FINANCES, FISCAL YEAR 1983:** 4 M.R.S.A. Sections 22 and 24 provide that expenditures of this unit, which amounted to $1,380,793 in FY 83, shall be borne by the Judicial Department and are, therefore, included in its financial display.

# SUPERIOR COURT

## VINCENT L. McKUSICK, CHIEF JUSTICE

*Central Office:* 142 Federal Street, Portland *Telephone:* 775-5851
*Mail Address:* Box 4820 DTS, Portland, Maine 04112

*Established:* 1930 *Sunset Review Required by:* No Sunset Data for this Submission

*Reference: Policy Area:* 00; *Umbrella:* 40; *Unit:* 278; *Citation:* 4 M.R.S.A., Sect. 101

**PURPOSE:** The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

**ORGANIZATION:** The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. This means the court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the jurisdiction of the Supreme Judicial Court sitting as the Law Court or within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. In addition, justices of this court hear appeals from District Court in some criminal, juvenile and divorce cases, and appeals from the Administrative Court.

There are 14 justices of the Superior Court who hold sessions of the Court in each of the 16 counties. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. For administrative purposes, the State is divided into three regions, and the Chief Justice appoints a Regional Presiding Justice for each region. Three regional court administrators oversee the day-to-day administrative activities of the Court. Effective January 1, 1984, the functions of the three Regional Presiding Justices will be assumed by a single Chief Justice of the Superior Court.

Upon retirement, a Superior Court justice may be appointed an Active Retired Justice by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

**PROGRAM:** See the submission of the Supreme Judicial Court for detailed program description.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

# DISTRICT COURT

## BERNARD M. DEVINE, CHIEF JUDGE

*Central Office:* 66 Pearl St., Portland *Telephone:* 772-0175
*Mail Address:* P.O. Box 66, D.T.S., Portland, Maine 04112

*Established:* 1961

*Reference: Policy Area:* 00; *Umbrella:* 40; *Unit:* 279; *Citation:* 4 M.R.S.A., Sect. 151

**PURPOSE:** The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

**ORGANIZATION:** The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The court has original jurisdiction in non-felony criminal cases and ordinance violations, can accept guilty pleas in felony cases, and conducts probable cause hearings in felony cases. The court has concurrent jurisdiction with the Superior Court in divorce cases and civil cases involving less than $30,000. The District Court is the small claims court (for cases involving less than $1,000) and the juvenile court. In addition, the court hears mental health, forceable entry and detainer, quiet title, and foreclosure cases. The Chief Judge of the District Court serves as the administrative head of that court, and is assisted by a Deputy Chief Judge and two regional court administrators.

There are 21 judges of the District Court: the Chief Judge, who is appointed by the Chief Justice of the Supreme Judicial Court, six judges-at-large who serve throughout the state, and 14 judges who sit within the 13 districts of the court. The judges must be lawyers and are appointed by the Governor, for seven-year terms, with the consent of the Legislature.

Upon retirement, a District Court judge may be appointed an Active Retired Judge by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Judge, an Active Retired Judge has the same authority as an active judge.

**PROGRAM:**

**District Court Building Fund.** Pursuant to 4 M.R.S.A. §163 (3), $3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodelling and furnishing of quarters for the District Court....". Monies in this fund are carried forward from year to year.

The balance forwarded from fiscal year 1982, was $22,085. The addition of $36,000 for fiscal year 1983 brought the total available funds to $58,085. Of this amount $37,064 was spent during the year for District Court renovations, and office equipment, leaving a year-end balance of $21,021.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $5,958,439 in FY 83 and are, by administrative decision, included with those of the Judicial Department.

## ADMINISTRATIVE COURT

### EDWARD W. ROGERS, ADMINISTRATIVE COURT JUDGE

*Central Office:* 66 Pearl Street, Portland *Telephone:* 773-1035
*Mail Address:* Box 7260, Portland, Maine 04112

*Established:* 1973

*Reference: Policy Area:* 00; *Umbrella:* 40; *Unit:* 281; *Citation:* 5 M.R.S.A., Sect. 2401

*Average Count—All Positions:* 4 *Legislative Count:* 0

**PURPOSE:** The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

**ORGANIZATION:** The Administrative Court was created by the Legislature in 1973 and is a statewide court. Prior to July 1, 1978, the Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies.

Effective July 1, 1978, the Legislature substantially expanded the jurisdiction of the Administrative Court. Now, other than in emergency situations, the Administrative Court has "..exclusive jurisdiction upon complaint of an agency or, if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and shall have original jurisdiction upon complaint of a licensing agency to determine whether renewal or reissuance of a license of that agency may be refused..".

There are two judges of the Administrative Court; the Administrative Court Judge and the Associate Administrative Court Judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the

Chief Justice of the Supreme Judicial Court, Administrative Court judges also sit in the District and Superior Courts.

**PROGRAM:** Pursuant to P.L. 1977 Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978 (see 4 M.R.S.A. § 1151 et seq. and 5 M.R.S.A. §10051). Implementation of the expanded jurisdiction of the court necessitated a reorganization of its operations which resulted in creation of a clerk's position and two secretarial positions. The Associate Administrative Court Judge position created in 1977 was also filled as part of the implementation process.

Although the Administrative Court has experienced an increase in filings during the first half of 1983, the caseload has remained at a level which permits the Administrative Court judges to assist the District Court on a regular basis, and it is anticipated that similar assistance will now be available to the Superior Court under 4 M.R.S.A. §157-C. Additionally, new legislation (see 32 M.R.S.A. §4056, sub-§2) has added limited appellate jurisdiction to the Administrative Court.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $162,531 in FY 83 and are, by administrative decision, included with those of the Judicial Department.

# ADMINISTRATIVE OFFICE OF THE COURTS

## DANA R. BAGGETT, STATE COURT ADMINISTRATOR

*Central Office:* 66 Pearl Street, Portland *Telephone:* 775-1500
*Mail Address:* Box 4820 DTS, Portland, Maine 04112

*Established:* 1975

*Reference: Policy Area:* 00; *Umbrella:* 40; *Unit:* 425; *Citation:* 4 M.R.S.A., Sect. 15

**PURPOSE:** The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court shall:

1. **Continuous Survey and Study.** Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning.
2. **Examine the status of dockets.** Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice and to the Chief Judge of the District Court concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances.
3. **Investigate complaints.** Investigate complaints with respect to the operation of the courts.
4. **Examine statistical systems.** Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator shall also collect and analyze statistical and other data relating to the business of the courts.
5. **Prescribe uniform administrative and business methods, etc.** Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in the Supreme Judicial Court, in the Superior Court and, with the written approval of the Chief Judge of the District Court, in the District Court.
6. **Implement standards and policies set by the Chief Justice.** Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts and justices.

**7. Act as fiscal officer.** Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisitions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice and to the Chief Judge of the District Court relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for the Supreme Judicial Court, for the Superior Court, and with the written approval of the Chief Judge of the District Court, for the District Court and serve as auditor of the Judicial Department.

**8. Examine arrangements for use and maintenance of court facilities.** Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof.

**9. Act as secretary.** Act as secretary to the Judicial Conference.

**10. Submit an annual report.** Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding calendar year.

**11. Maintain liaison.** Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department.

**12. Prepare and plan clerical offices.** Prepare and plan for the organization and operation of clerical offices serving the Superior Court and, at the request of the Chief Judge of the District Court, the District Court within each county; provide for a central clerk of court office at each county seat with satellite clerk in each court.

**13. Implement preservice and inservice educational and training programs.** Develop and implement preservice and inservice educational and training programs for nonjudicial personnel of the Judicial Department.

**14. Perform duties and attend other matters.** Perform such other duties and attend to such other matters consistent with the powers delegated herein assigned to him by the Chief Justice and the Supreme Judicial Court.

**ORGANIZATION:** The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. Staff for the Administrative Office is appointed by the State Court Administrator, with the approval of the Chief Justice, and includes the following permanent positions: State Court Administrator; Fiscal Director; Research and Planning Director; Personnel Officer; Accountant; Assistant Accountant; Accounting Clerks (2); and Secretaries (2).

By statute, the office was created to serve the entire Judicial Department in the areas of caseflow management, statistics, facilities, personnel, training, liaison, systems management, fiscal management, budget, complaints, Judicial Conference and general support staff. These duties are enumerated in 4 M.R.S.A. § 17 and are performed under the supervision of the Chief Justice.

**PROGRAM:**

**Facilities.** During the summer of 1982, the Judicial Department reviewed its court facility needs as inventoried by various studies in the late 1970's, updated the data and submitted its needs for the 1983-1985 biennium, which were:

| Priority | Project |
|---|---|
| 1 | Portland District Court Relocation. |
| 2 | Skowhegan District Court Relocation. |
| 3 | Bath-Brunswick District Court Relocation or new Brunswick-only District Court |
| 4 | Lincoln & Millinocket court merger or new Lincoln-only District Court and new Millinocket District Court. |
| 5 | New Kennebec County Superior Court. |

As calendar 1982 drew to a close, there were indications that the governor would recommend funding of a design study of a combined Portland District Court and State Office Building, and funding for new court facilities in Skowhegan and Brunswick-Bath.

**Personnel.** The Department implemented a new salary schedule which integrated a cost-of-living raise with changes reflecting the current market values of its position classifications. Parallel changes in some job titles and descriptions were made, and all became effective on July 1, 1982. The state court administrator and regional court administrators toured the courts prior to the start-up of the salary schedule changes to apprise employees of the effect of the changes on both the Department generally and each employee specifically. With the exception of the state court library supervisor position, the Department did not receive legislative authorization for any new personnel during 1982.

**Non-Judicial Education.** Three clerks of court attended a conference for justice system supervisors in the late spring of 1982 and the clerk of the Law Court attended a national conference for appellate court clerks. A seminar was given on small claims in District Court covering the impact of the new small claims legislation and court procedures for such cases; court personnel from the southern half of the state attended one session and another session was given for personnel in the northern half of the state.

The annual Clerk of Courts' Conference took place in September with the clerks from Administrative, District, and Superior Courts attending. The event was coordinated with the annual Judicial Conference, and a session on technology in the courts was attended by both judges and clerks of court. Some of the topics also covered were OUI data collection, implementation of new jury legislation, and criminal and motor vehicle data abstracts.

Training for administrative members of the Department included courses in technology in the courts, personnel management, records systems management and trial court management. One regional court administrator and an official court reporter consulted with several national experts in Washington, D.C. on "state of the art" court reporting methods. The state court administrator attended a national conference of his peers.

**Court Forms Committees.** Court Forms Committees for the Superior Court and District Court are appointed by the chief justice and the chief judge respectively, and are responsible for reviewing and revising court forms. Judges, regional court administrators, and clerks serve on these committees and spend considerable time researching, consolidating old forms, and drafting new forms. Their recommendations are reviewed by the regional presiding justices (Superior Court forms), and the chief Judge of the District Court (District Court forms), as well as other interested judges and clerks.

During the past year, the Superior Court Civil Forms Committee revised three civil forms and two URESA forms. The Superior Court Criminal Forms Committee revised four forms. The District Court Civil Forms Committee has under consideration 33 civil forms that were transferred from the Civil Rules Committee and are now in the final preparation stage. In addition, 13 small claims forms have been completely revised, and four new protection from abuse forms were issued. The District Court Criminal Forms Committee issued one new form, and reviewed different alternatives to the present criminal docket sheet, and developed an entirely new docket sheet which is expected to be in use in early 1983.

**Technology Task Force.** In April, 1982, the state court administrator established a Technology Task Force to explore the feasibility of utilizing computers in Maine trial courts. The Task Force was composed of the research and planning director, regional court administraors, and clerks of court, with assistance provided by International Business Machines Corporation and the State's Central Computer Services. The preliminary report issued by the Task Force during the summer of 1982 included an examination of current case processing procedures as well as an explanation of potential data processing applications, and concluded that a planned process for automating Maine trial courts could significantly improve case processing efficiency. As a result, the Judicial Department requested legislative funding for an initial implementation of court computerization in selected court locations beginning in Fiscal Year 1984.

**Statistical Reporting Systems.** During 1982, the Administrative Office continued its collection of caseload statistics in the District Court and the Superior Court. The manual District Court data collection system was altered to include only filings, dispositions, waivers and recordings. The Superior Court system continues to generate reports on a monthly and quarterly basis, although efforts have been made to access data directly from the master tape with minimal programming, using a terminal housed in the State's Central Computer Services in Augusta.

**Records Storage.** Since 1981, a previously vacant building at the Pineland Center located in Pownal has been used for the storage of over 2000 boxes of old court files. A court requiring such a file submits a request to the Administrative Office, which sends a staff person to Pineland to retrieve the file. It is then sent by certified mail to the court clerk requesting it. These files are later returned to the Office for return to Pineland. When these files were transferred from the 49 court locations throughout the State to Pineland, infrequent retrieval was anticipated. This has not been the case, however, and the handling of such files has consumed considerable time for the Administration Office.

**Superior Court Clerks' Manual.** The Superior Court Clerks' Manual is a comprehensive document outlining in detail every procedure relating to the processing of cases in the Superior Court. The Manual was originally developed in 1975 by the National Center for State Courts but was not adequately updated during the ensuing years. A concentrated effort was made in the fall of 1982 to revise the Manual, resulting in a first draft of an updated version circulating for comment at year's end.

**Legislative Updates.** The Administrative Office of the Courts initiated in January, 1982, a weekly status list of all legislation of concern to the Judicial Department, which is disseminated to the Supreme Judicial Court, the Judicial Department Legislative Committee, the Judicial Council Legislative Committee and all administrative staff.

**PUBLICATIONS:**

Annual Report

**FINANCES, FISCAL YEAR 1983:** 4 MRSA, Sections 22 and 24 provides that expenditures of this unit, which amounted to $327,729 in FY 83, shall be borne by the Judicial Department and are, therefore, included in its financial display.

# STATE COURT LIBRARY COMMITTEE

## THOMAS E. DELAHANTY, CHAIRMAN

*Central Office:* Portland, Maine
*Mail Address:* Box 4820, D.T.S., Portland, Maine 04112

*Established:* 1981

*Reference: Policy Area:* 00; *Umbrella:* 40; *Unit:* 447; *Citation:* 4 M.R.S.A., Sect. 191

**PROGRAM:**

**State Court Library Committee.** The State Court Library Committee was created in 1981 by the 110th Legislature in order to implement the recommendations of a three-year study of county law libraries. The Committee met three times during 1982. A state court library supervisor was hired and began work on August 1st. The supervisor visited all of the law libraries in the state, and met with local law library committees to review their assignments and organize collections. A *Manual for County Law Libraries* was prepared, as well as several memoranda dealing with revisions, new materials, and surplus items. In addition, inventories have been conducted of libraries in judges' chambers and clerks' offices, and mailing lists have been updated to insure prompt delivery of volumes and supplements.

**FINANCES, FISCAL YEAR 1983:** 4 MRSA, Chap. 6 provides that expenditures of this unit, which amounted to $98,426 in FY 83, shall be borne by the Judicial Department and are, therefore, included in its financial display. Additional funds expended for the County Law Libraries include the following: the balance forwarded from fiscal year 1982 was $6,518. The addition of a $75,000 appropriation for fiscal year 1983 brought the total available funds to $81,518. The total amount was spent during the year for the purpose intended in this chapter.

# COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

**T. HEDLEY REYNOLDS, CHAIRPERSON**
**DAVID D. GREGORY, Executive Secretary**

*Central Office:* Portland, Maine
*Mail Address:* P.O. Box 8058, Portland, Maine 04104

*Established:* 1978

*Reference: Policy Area:* 00; *Umbrella:* 40; *Unit:* 276J; *Citation:* Supreme Judicial Court Order 1978, No. SJC-109; 4 MRSA §9-B

**PURPOSE:** The Supreme Judicial Court created the Committee on Judicial Responsibility and Disability by court order dated June 26, 1978, effective July 5, 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, except in the case of judges of probate only the first three canons apply.

**ORGANIZATION:** The Committee on Judicial Responsibility and Disability consists of seven members appointed by the Supreme Judicial Court. Two members are either active or active retired justices of the Superior Court, active or active retired judges of the District Court, or active judges of probate. Two members are attorneys at law admitted to practice in the State of Maine, and three members are representatives of the general public of the State of Maine. The public and attorney members are appointed by the Supreme Judicial Court upon the recommendation of the Governor.

**PROGRAM:** Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts stated appear to come within its authority, a copy of the complaint is submitted to the judge involved for his response, followed by an investigation and decision on whether an evidentiary hearing is necessary. The Committee cannot impose disciplinary sanctions. Its findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court and thereafter, the matter is in the hands of the Court.

Upon written request of the Governor or the Legislature's Joint Standing Committee on the Judiciary, in connection with consideration of the appointment of a sitting judge, the Committee is directed to provide information on any complaints made against that judge and the Committee's disposition thereof.

The Supreme Judicial Court acted upon a recommendation for discipline and reviewed the Committee's jurisdiction and procedures in *In the Matter of Ross*, 428 A.2d 858 (1981).

**PUBLICATIONS:**

The Committee has available for distribution a booklet containing the Committee's rules and all of the orders of the Court affecting the Committee's jurisdiction and procedure. Copies are available upon request.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $30,885 in FY 83 and are, by administrative decision, included with those of the Judicial Department.

# BOARD OF OVERSEERS OF THE BAR

**ROBERT F. PRETI, CHAIRPERSON**
**MARY C. JOHNSON, Executive Secretary**

*Central Office:* Whitten Road, AGC Building *Telephone:* 623-1121
*Mail Address:* P.O. Box 1820, Augusta, Maine 04330

*Established:* 1978

*Reference: Policy Area:* 00; *Umbrella:* 40; *Unit:* 276B; *Citation:* Judicial Order 1978, Law Docket #4890

**PURPOSE:** The purpose of this Board is to act, on behalf of the Supreme Judicial Court, and by its appointment and order, to supervise attorneys admitted to the practice of law in this state, and to assist the Supreme Judicial Court in the disciplining of attorneys who may violate the Court mandated ethical or other rules of practice.

**ORGANIZATION:** The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

**PROGRAM:** This unit's activities are limited to the performance of its duties as provided in the Maine Bar Rules. (See Maine Rules of Court.) In general, it supervises and administers the registration of all attorneys admitted to practice in this state; investigates and processes claims and reports of violations by attorneys of the rules of practice set forth in the Maine Bar Rules; provides a procedure for the arbitration of disputes between clients and attorneys with respect to legal fees; maintains limited consulting and advisory services with respect to the interpretation and application of the Code of Professional Responsibility (Rule 3 of the Maine Bar Rules relating to ethical standards); and engages in a continuing review and study of the Bar in relation to the public and the Courts for the purpose of making recommendations to the Supreme Judicial Court with respect to the Maine Bar Rules.

**PUBLICATIONS:**

"Legal Fee Arbitration" (Procedures and rules governing the Fee Arbitration Commission of the Board of Overseers of the Bar)

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend state funds. All receipts and income are derived from registration fees paid by attorneys pursuant to order of the Supreme Judicial Court, except for a modest sum paid by the Board of Bar Examiners on account of certain administrative and clerical services performed on its behalf. All disbursements and expenditures are made pursuant to budget approved by the Supreme Judicial Court.

# BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

**ARTHUR E. STROUT, CHAIRMAN/SECRETARY**

*Central Office:* AGC Building, Whitten Road, Augusta *Telephone:* 623-2464
*Mail Address:* P.O. Box 30, Augusta, Maine 04330

*Established:* 1899 *Sunset Termination Scheduled to Start by:* June 30, 1986

*Reference: Policy Area:* 00; *Umbrella:* 40; *Unit:* 291; *Citation:* 4 M.R.S.A., Sect. 801

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys and counselors at law and solicitors and counselors in chancery. After passing the examination and compliance with the statutes has been accomplished the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

**ORGANIZATION:** The Board is composed of 7 lawyers of the State and one representative of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court and they will hold office for terms of 5 years beginning on the first day of September of the year of appointment and ending on the last day of August of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The secretary of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

**PROGRAM:** The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applicants.

| | July 80 | | Feb. 81 | | July 81 | | Feb. 82 | | July 82 | | Feb. 83 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Reg. | Mod. | Reg. | Mod. | Reg. | Mod. | Reg. | Mod. | Reg. | Mod. | Reg. | Mod. |
| Applicants taking exam | 146 | 14 | 24 | 15 | 128 | 21 | 35 | 29 | 122 | 18 | 47 | 22 |
| Number passing exam | 133 | 12 | 13 | 11 | 109 | 17 | 23 | 24 | 106 | 15 | 37 | 17 |

In its efforts to discharge its statutory duties the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination; and the
5. effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

**LICENSES, PERMITS, ETC.:**

Certificate:
- Recommending Admission to the Bar

**PUBLICATIONS:**

| | |
|---|---|
| Sample questions from prior examinations | ($5.00/set) |
| Pamphlet of Rules of the Board | (free) |

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 7,935 | | 7,935 | | | |
| Other Contractual Service | 33,998 | | 33,998 | | | |
| Rents | 198 | | 198 | | | |
| Commodities | 8 | | 8 | | | |
| Transfers to Other Funds | 2,235 | | 2,235 | | | |
| **TOTAL EXPENDITURES** | 44,374 | | 44,374 | | | |

# JUDICIAL COUNCIL

**VINCENT L. McKUSICK, CHIEF JUSTICE**
**STATE OF MAINE CHAIRMAN, EX OFFICIO**
**MURROUGH H. O'BRIEN, Executive Secretary**

*Central Office:* 408 Fore St., Portland *Telephone:* 772-2834
*Mail Address:* 408 Fore Street, Portland, Maine 04112
*Established:* 1935 *Sunset Review:* Not Established
*Reference: Policy Area:* 00; *Umbrella:* 94; *Unit:* 356; *Citation:* 4 M.R.S.A., Sect. 451
*Average Count—All Positions:* 0 *Legislative Count:* 1 part-time

**PURPOSE:** The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State of Maine, the work accomplished and the results produced by that system and its various parts.

The Judicial Council reports biennially on or before the first day of December to the Governor on the work of the various branches of the judicial system and also submits for the consideration of the justices of the various courts suggestions with regard to law or practice and procedure. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice Sentencing Institute.

**ORGANIZATION:** The organization of the Judicial Council consists of the following: the Chief Justice of the Supreme Judicial Court (Chairman, ex officio), the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, together with an active or retired Justice of the Supreme Judicial Court, two Justices of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laypersons, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

**PROGRAM:** The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the system can be improved. The Council meets in consultation session five to six times a year, usually in Augusta, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor and the Legislature directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various other reforms. The Judicial Council prepares legislation to implement reforms and has appeared before legislative committees in support of this legislation and in connection with other legislation affecting the courts.

During 1982, the Council has been concerned with methods for the reduction of court costs and delay, and the increasingly pressing problems of court facilities.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $6,313 in FY 83 and are, by administrative decision, included with those of the Judicial Department.

# DEPARTMENT OF LABOR

**WILLIAM R. MALLOY, COMMISSIONER**

*Central Office:* 20 Union Street, Augusta *Telephone:* 289-3788
*Mail Address:* P.O. Box 309, Augusta, Maine 04330

*Established:* 1971 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 168; *Citation:* 26 M.R.S.A., Sect. 1401

*Average Count—All Positions:* 802 *Legislative Count:* 48

*Organizational Units:*

- Bureau of Employment Security
- Employment Security Commission
- Bureau of Labor
- Maine Occupational Information Coordinating Committee
- Maine Labor Relations Board
- State Employment and Training Council
- Department of Labor Advisory Council
- Office of Maine CETA
- Division of Planning and Program Services
- Office of Administrative Services

**PURPOSE:** The Department of Labor was established to achieve the most effective utilization of the labor resources in the State by developing and maintaining an accountable State employment and training policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individual to improve his economic status.

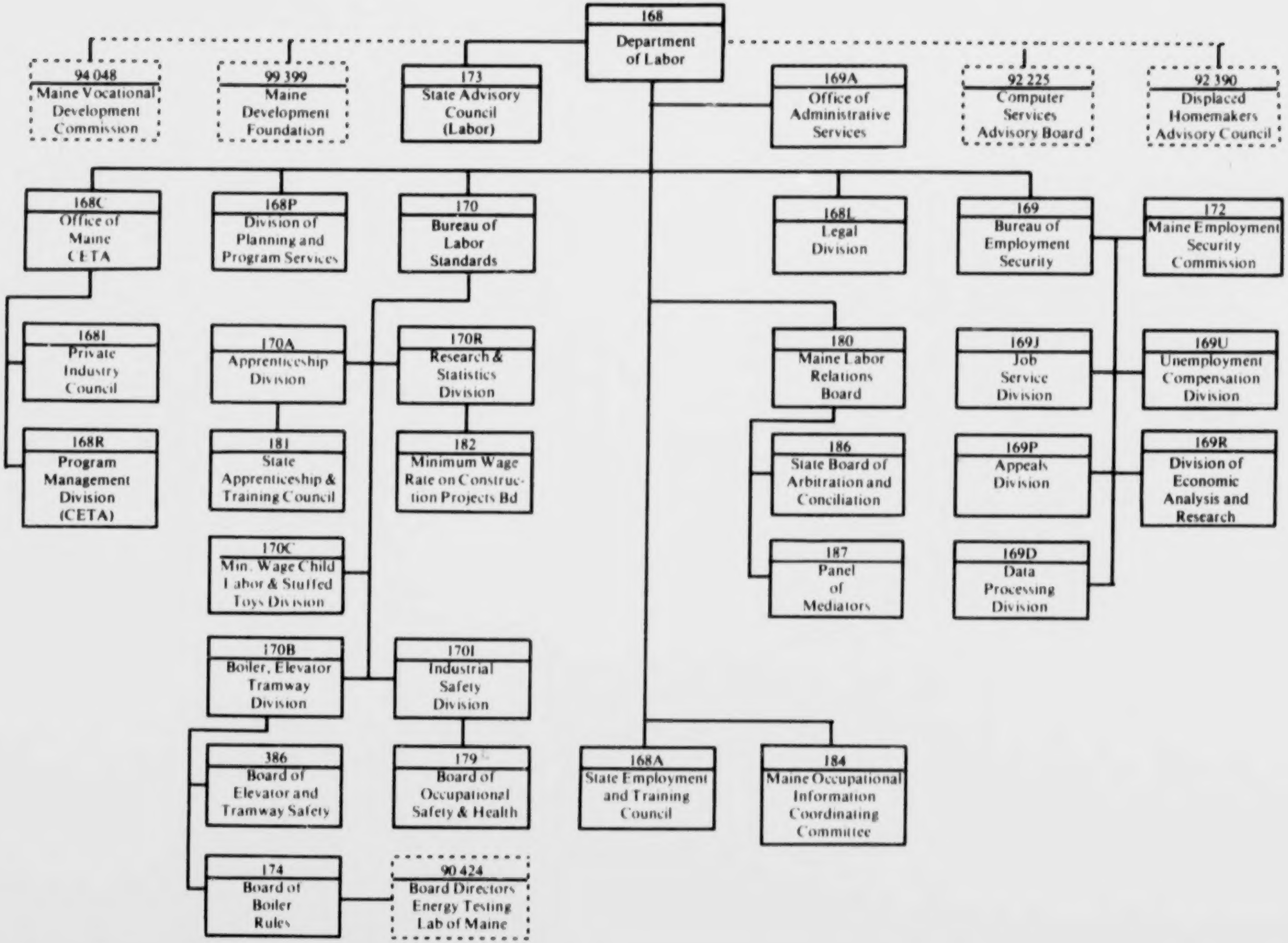
The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide services for all workers and employers in the State who desire assistance and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also enforces all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors. To further harmonious labor-management relations and provide occupational training for the unemployed and underemployed are final concerns of the Department.

**ORGANIZATION:** The Department of Labor was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various employment and training related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Bureau of Labor Standards, functioning since 1873; the Maine Labor Relations Board, established in 1972; the State Employment and Training Council and the Maine Occupational Information Coordinating Committee, both established in 1979; the Office of Maine CETA, functioning since 1974; and the Division of Planning and Program Services established in 1979. and the Office of Administrative Services established in 1982.

**PROGRAM:** The long-range goal of the Department of Labor is to further consolidate the functions and activities of the interrelated component organizational units.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

# ORGANIZATIONAL CHART
# DEPARTMENT OF LABOR
# UMB 12


168 Department of Labor
94 048 Maine Vocational Development Commission
99 399 Maine Development Foundation
173 State Advisory Council (Labor)
169A Office of Administrative Services
92 225 Computer Services Advisory Board
92 390 Displaced Homemakers Advisory Council
168C Office of Maine CETA
168P Division of Planning and Program Services
170 Bureau of Labor Standards
168L Legal Division
169 Bureau of Employment Security
172 Maine Employment Security Commission
168I Private Industry Council
170A Apprenticeship Division
170R Research & Statistics Division
180 Maine Labor Relations Board
169J Job Service Division
169U Unemployment Compensation Division
168R Program Management Division (CETA)
181 State Apprenticeship & Training Council
182 Minimum Wage Rate on Construction Projects Bd
186 State Board of Arbitration and Conciliation
169P Appeals Division
169R Division of Economic Analysis and Research
170C Min. Wage Child Labor & Stuffed Toys Division
187 Panel of Mediators
169D Data Processing Division
170B Boiler, Elevator Tramway Division
170I Industrial Safety Division
386 Board of Elevator and Tramway Safety
179 Board of Occupational Safety & Health
168A State Employment and Training Council
184 Maine Occupational Information Coordinating Committee
174 Board of Boiler Rules
90 424 Board Directors Energy Testing Lab of Maine

Approved by the Bureau of the Budget

# CONSOLIDATED FINANCIAL CHART FOR FY 83
# DEPARTMENT OF LABOR

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 11,224,272 | 878,356 | 10,369 | | 10,335,547 | |
| Health Benefits | 437,316 | 31,269 | | | 406,047 | |
| Retirement | 1,786,664 | 144,155 | 1,501 | | 1,641,008 | |
| Other Fringe Benefits | 66,781 | 5,150 | | | 61,631 | |
| Computer Services—Comm | 70,395 | | | | 70,395 | |
| Computer Services—State | 181,515 | 13,044 | | | 168,471 | |
| Other Contractual Service | 1,961,793 | 166,743 | 86,203 | | 1,708,847 | |
| Rents | 850,701 | —2,120 | 52 | | 852,769 | |
| Commodities | 347,392 | 7,081 | 943 | | 339,368 | |
| Grants—Subsidies—Pensions | 103,228,015 | 70,218 | 141,539 | | 25,311,305 | 77,704,953 |
| Equipment | 291,498 | | 3,726 | | 287,772 | |
| Transfers to Other Funds | 165,403 | | 2,295 | | 163,108 | |
| **TOTAL EXPENDITURES** | 120,611,745 | 1,313,896 | 246,628 | | 41,346,268 | 77,704,953 |

| DEPARTMENT OF LABOR<br>(Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Grants—Subsidies—Pensions | 68,268 | 68,268 | | | | |
| **TOTAL EXPENDITURES** | 68,268 | 68,268 | | | | |

# OFFICE OF ADMINISTRATIVE SERVICES

**LESLIE G. TRASK, DIRECTOR**
**JAMES K. DIONNE, Assistant Director**

*Central Office:* 20 Union Street, Augusta *Telephone:* 289-3516
*Mail Address:* P.O. Box 309, Augusta, Maine 04330
*Established:* 1940 *Sunset Review Required by:* June 30, 1987
*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 168C; *Citation:* 26 M.R.S.A., Sect. 1041

**PURPOSE:** The Office of Administrative Services of the Department of Labor is the Fiscal Unit for the Department. It provides personnel, office services and fiscal management support to all organizational units of the Department.

**ORGANIZATION:** The Office Administrative Services is comprised of a division director, fiscal management, personnel management and office services division.

**PROGRAM:** The following are the major programs of this division:

**Personnel Management.** The goal of the Personnel Management unit is to maintain a close working relationship with the State Personnel Agency. Responsibilities of the personnel management system include the following: (1) Department job classification and pay structure, (2) Bureau staffing processing (hiring, promotions, transfers, etc.), (3) Staff training and career development, (4) Employee performance appraisal systems, (5) Employee discipline, grievances, and union-management relations.

**Financial Management.** The duties and responsibilities of this unit are as follows: Prepare Federal and State budgets according to their respective guidelines; maintain accounting records for all income and expenditures, submit reports, etc., according to Federal and State guidelines for all programs within the Department; prepare the payroll and maintain payroll records; prepare and maintain leases for all the various locations throughout the State; provide technical assistance to all the organizational units of the Department.

**Office Services.** This unit is responsible for the stockroom, printing, and mailroom. The duties of these units are stated briefly as follows:

*Stockroom:* This is where the inventory of all forms and office supplies is maintained. Supplies and forms are received in from vendors and, in turn, are sent out to various units and local offices as they are requisitioned.

*Printing Section:* The majority of forms, booklets, envelopes, etc., that are used by the Department of Labor are printed here.

*Mailroom:* All the incoming mail is received here and distributed to the proper locations. All of the outgoing mail, including benefit checks, is processed by this unit.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $1,065,178 in FY 83 and are, by administrative decision, distributed among the units of the Department of Labor.

# STATE ADVISORY COUNCIL (Labor)

### WILLIAM R. MALLOY, COMMISSIONER

*Central Office:* 20 Union Street, Augusta 04330 *Telephone:* 289-3788
*Mail Address:* P.O. Box 309, Augusta, Maine 04330

*Established:* 1936 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 173; *Citation:* 26 M.R.S.A., Sect. 1082

*Average Count—All Positions:* 9 *Legislative Count:* 0

**PURPOSE:** The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

**ORGANIZATION:** Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and general public.

**PROGRAM:** The State Advisory Council held four meetings during fiscal year 1983, to discuss departmental policies and problems relating to the Employment Security Law.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $1,044 in FY 83 and are, by administrative decision, included with those of Maine Department of Labor, Bureau of Employment Security.

# APPEALS DIVISION

### VACANT, DIRECTOR

*Central Office:* 20 Union Street, Augusta *Telephone:* 289-3961
*Mail Address:* P.O. Box 309, Augusta, Maine 04330

*Established:* 1938 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 169P; *Citation:* 26 M.R.S.A., Sect. 1082

**PURPOSE:** The purpose of the Appeals Division is to hear and decide disputed claims under the several Unemployment Insurance Programs, and adjudicate complaints of violations of the Federal Regulations dealing with the Woods Program.

**ORGANIZATION:** Initially, in 1938, the Appeals Division consisted of four employees. There are currently sixteen (16) positions, with the division utilizing dictating and word processing equipment.

**PROGRAM:** During the fiscal year ending June 30, 1983, the teleconference equipment was used in a number of hearings where both parties could not be physically present at the hearing. This greatly reduced the number of instances where it was necessary to conduct two separate hearings and assured "due process" in adjudication.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $515,550 in FY 83 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1983.

# APPRENTICESHIP DIVISION

## FRANK LOCKHART, DIRECTOR OF APPRENTICESHIP STANDARDS

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
*Mail Address:* Statehouse Sta. #45, Augusta, Maine 04333

*Established:* 1943 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 170A; *Citation:* 26 M.R.S.A., Sect. 41

*Average Count—All Positions:* 3 *Legislative Count:* 5

**PURPOSE:** The Apprenticeship Division is responsible for maintaining correct and up-to-date files on current registered apprenticeship programs and current registered apprentices. The Division assists employers, groups of employers, local unions and committees of employers and employees to establish and maintain apprenticeship programs. The Division cooperates with the Department of Education to establish courses of related training for registered apprenticeships. The Division fieldman is required to personally visit establishments that request an apprenticeship program to determine what trade or trades and any other necessary criteria the employer may need to successfully implement an apprenticeship program. Periodically the fieldman will visit the establishment after the program has been instituted.

**ORGANIZATION:** The Maine State Apprenticeship Council was established by act of the Legislature in 1943. In 1979 the name of the Council was changed by act of the Legislature to the Maine State Apprenticeship and Training Council. The Council is recognized by the U.S. Department of Labor as the registration agency for federal purposes of apprenticeship programs. The Councils' Rules and Regulations have been approved by the U.S. Secretary of Labor as being in compliance with the Code of Federal Regulation Title 29 Part 29 and Title 29 Part 30. The Apprenticeship Division exists to implement the directives of the Council.

**PROGRAM:** The field representatives visited 209 establishments to assist employers with existing programs and to help employers implement new apprenticeship programs. The staff registered 23 new apprenticeship programs and cancelled 6 apprenticeship programs at the request of the establishments. There were 302 new apprentices registered and 131 apprentices received their Certificates of Completion from the Council.

**LICENSES, PERMITS, ETC.:**

The staff is responsible in preparing the documents that constitute the Standards of Apprenticeship and the Certificates of Completion that are issued to graduate apprentices.

**PUBLICATIONS:**

The Federal Bureau of Apprenticeship and Training supplies the Division with various free publications.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

# STATE APPRENTICESHIP AND TRAINING COUNCIL

## JOHN R. DYER, CHAIRMAN

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
*Mail Address:* Statehouse Sta. #45, Augusta, Maine 04333
*Established:* 1943 *Sunset Review Required by:* June 30, 1987
*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 181; *Citation:* 26 M.R.S.A., Sect. 1002
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The State Apprenticeship and Training Council was established to provide to employers, a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship, registering and maintaining records of apprenticeship programs and apprentice agreements, and issuing certificates of completion to apprentices satisfactorily completing their training after periods of one to four years, designating the individual as a journeyman in a trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Department of Educational and Cultural Services, to provide supplemental instruction, and the Veterans Administration, in approving apprenticeship training for veterans.

**ORGANIZATION:** The Council is composed of eleven members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and three members must represent the public. Appointments are made so that the term of one member of each group expires each year. The Council elects a chairman and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor Standards. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The Associate Commissioner of Vocational Education, the Commissioner of Labor and the Director of the Bureau of Labor Standards are ex officio Council members without vote.

**PROGRAM:** Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and the apprentices; and to publicize the educational advantages of apprenticeship training. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

Pertinent statistics for fiscal year 1982/1983 are as follows:

| Apprenticeship | |
|---|---|
| New Programs Registered | 23 |
| Programs cancelled | 6 |
| Total Programs to July 1, 1983—326 | |
| New Apprentices Registered | 302 |
| Apprentices Reinstated | 2 |
| Apprentices Completed | 247 |
| Apprentices Cancelled | 130 |
| Apprentices Suspended | 9 |
| Total Apprentices as of July 1, 1983—1,640 | |

**LICENSES, PERMITS, ETC.:**

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship and Training Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

**FINANCES, FISCAL YEAR 1983:** 26 MRSA, Sect. 1022 provides that expenditures of this unit, which amounted to $1,050 in FY 83, shall be borne by the Bureau of Labor Standards and are, therefore, included in its financial display.

# STATE BOARD OF ARBITRATION AND CONCILIATION

### JOSEPH CHANDLER, CHAIRMAN

*Central Office:* State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2016
*Mail Address:* Statehouse Sta. #90, Augusta, Maine 04333
*Established:* 1909 *Sunset Review Required by:* June 30, 1987
*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 186; *Citation:* 26 M.R.S.A., Sect. 911
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It may mediate or arbitrate in the public sector. It serves as a Board of Inquiry, as a Board of Conciliation, or as a Board or Arbitration with power to inquire and to investigate labor-management disputes in the private sector. Furthermore, the Board has the authority to subpoena either party to a dispute.

**ORGANIZATION:** The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

**PROGRAM:** The Maine Board of Arbitration and Conciliation had a FY 83 caseload of 52 matters, up 22% from FY 82. These included 1 interest arbitration, 40 arbitration cases, and 11 conciliations. It is anticipated that the workload will increase both in number and complexity as employees become more familiar with the arbitration process as a means of equitable resolution of problems in the work place.

General expenses have continued to increase with inflation and the travel costs associated with serving all regions of the State. As expressed in the report for FY 1981, we continue with our concern for stretching meager resources in order that we might be able to continue to service all areas of the State. We believe it important to offer our services in all situations where they are sought as this Board is the only dispute resolution facility available to some parties, whether by contractual or financial constraints. We have been successful in addressing the needs of clientele efficiently and expeditiously in FY 83.

A sampling of the issues addressed by the Maine Board of Arbitration and Conciliation during the past year indicates the following:

1. Suspension
2. Discharge
3. Vehicle assignment
4. Residency
5. Demotion
6. Sick Leave
7. Work Week
8. Discipline
9. Training Pay
10. Unit
11. Overtime
12. Layoff
13. Termination
14. Wages
15. Promotion
16. Past Practice
17. Medical Exam Pay
18. Job bidding and posting
19. Job descriptions
20. Uniforms and equipment
21. Vacations and vacation pay
22. Holiday Pay
23. Subcontracting

The average case took 2.61 days. This is an increase over the previous year due to the fact that the Board has had more cases with complex issues, while this statistic was minimized by the efficient use of conciliation efforts. We predict greater use of the Board for fact-finding and/or interest arbitration in coming years.

The authorization for and the addition of new bargaining units and greater use of attorneys by management agencies in the collective bargaining arena now results in some cases being more time-consuming. This requires additional involvement by the Board, not only in the labor relations process itself but also in time spent in more lengthy types of hearings. It is anticipated that the increasing need for services and greater utilization of the various services provided by the Board will increase the workload in the future.

Events of this past year have shown that the State has a great stake in attempting to help labor and management reach early settlement of their disputes. The public sector, especially, indicates this in the reduction-in-force (RIF) and seniority problems being raised. On the one hand, methodology for solutions in the public sector is quite concise. Conversely, in the private sector the Federal government preempts much of the action, especially in some of the larger industries. There is no reason the State cannot provide assistance for up-coming contract negotiations. Thus, the role of the Panel of Mediators and the Board of Arbitration and Conciliation becomes more important now that the Federal Mediation and Conciliation Service has reduced the size of its Maine office. In the past this Board was involved in many instances where strikes in the private sector were materially shortened as the result of proposals by this Board.

**FINANCES, FISCAL YEAR 1983:** 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit, which amounted to $9,813 in FY 83, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

# BOILER, ELEVATOR, TRAMWAY DIVISION (LABOR)

### ROBERT P. SULLIVAN, CHIEF INSPECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
*Mail Address:* Statehouse Sta. #45, Augusta, Maine 04333

*Established:* 1935 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 170B; *Citation:* 26 M.R.S.A., Chapter 5, Subchapter II; Sec. 471-490-G

*Average Count—All Positions:* 8 *Legislative Count:* 8

**PURPOSE:** The purpose of this Division is to protect the citizens and visitors of the State from unnecessary mechanical hazards in the operation of boilers, elevators and tramways by ensuring that reasonable design and construction are used; accepted safety devices are provided for; personnel employed in the installation, repair, inspection and operation are trained and qualified; periodic maintenance, inspections and repairs are made which are deemed essential for their safe use; and that the statutes and rules formulated by the Board of Boiler Rules and the Elevator and Tramway Safety Board are enforced.

**ORGANIZATION:** The Boiler Division was established within the Department of Labor and Industry in 1935. The Elevator Division was established within the Department in 1951. In 1953 the Boiler Law was expanded to include boilers in schools and those owned by municipalities and provision to qualify and certify welders. In 1968 the supervising elevator inspector was also appointed chief boiler inspector and has remained so to the present. In 1968 the licensing of elevator mechanics was added to the elevator law. Manlifts and escalators were added to the elevator statutes in 1973. In 1977 the tramway law, which had been administrated by the Bureau of Parks and Recreation, Department of Conservation, was merged with the elevator law. All inspectors within the Division are qualified to inspect boilers, elevators and tramways.

**PROGRAM:** The Boiler, Elevator, and Tramway Division's objective is to assure that those items as specified in the Statutes are constructed, installed, repaired, altered, used and operated in a safe manner. The inspection program has many segments to accomplish the above objectives.

One inspectors was hired, thus the year was spent with considerable time and expense on initial training. The staff became involved in more technological aspects of the Division concern than previous years, such as welding, non-code boiler construction, ski-lift construction, improper boiler operating practices and new personnel lift devices.

The staff had participated in two seminars, one on Boiler Maintenance and one on boiler and pressure vessel accidents. The staff administered Engineer and Boiler Operator Examinations at 16 locations in the State, thus eliminating the need for a great many applicants to travel to Augusta.

The past year has shown that the technological advances in the fields the Division has responsibility in requires that up-to-date information and training must be available. The Division, to meet the challenges of these advances, has set goals which will provide guidance, training and resources. The change in the frequency of elevator inspection is a short range attempt to save the staff's time and has been very effective. The long range goal is to develop within the Division training program guide lines and information resources to help those in the private sector meet statutory requirements.

Pertinent statistics for the fiscal year ending June 30, 1983 are as follows:

| Boilers: approximately 3,000 in Maine are covered by The Statutes | |
|---|---|
| Insurance Company Inspection Reports | 3,276 |
| State Inspection Reports | 253 |
| Inspection Certificates issued | 2,987 |
| Welders' Tests examined | 294 |
| Welders' Certificates renewed and/or issued | 969 |
| Boiler Inspectors Certificates issued | 10 |
| Engineers & Boiler Operators Examined | 490 |
| Engineers & Boiler Operators License renewed and/or issued | 1,287 |
| National Board Shop Survey | 8 |
| Total Income: | $56,526.70 |

| Elevators and Tramways: approximately 1,800 in Maine are covered by The Statutes | |
|---|---|
| Elevator Inspection Reports | 1,586 |
| Escalator Inspection Reports | 9 |
| Manlift Inspection Reports | 1 |
| Inspection Certificates issued | 1,634 |
| Elevator Safety Test Reports | 621 |
| New Elevators Installed | 70 |
| Elevator Mechanics Examined | 1 |
| Elevator Mechanic License renewed or issued | 79 |
| Elevator Plans approved | 44 |
| Tramway Inspection Reports | 98 |
| Tramway Certificates issued | 36 |
| New Tramways installed | 0 |
| Vertical and Incline lift reports | 14 |
| New vertical and incline lifts installed | 10 |
| Total Income | $64,267.00 |

**LICENSES, PERMITS, ETC.:**

Boiler Inspection Certificates
Boiler Inspectors Certificate of Authority
Boiler Operators License
Boiler Engineer License
Welders Certificate of Qualification
Elevator Inspection Certificate
Tramway Inspection Certificate
Elevator Inspectors Certificate of Authority
Tramway Inspectors License

Wire Rope Inspector Qualification
Elevator Mechanics License

**PUBLICATIONS:**
Boiler Rules and Revised Boiler Law ($1.00)
Elevator and Tramway Rules of Maine (Free)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Bureau of Labor Standards.

# BOARD OF BOILER RULES

**MARVIN W. EWING, CHAIRMAN**

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
*Mail Address:* Statehouse Sta. #45, Augusta, Maine 04333

*Established:* 1931 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 174; *Citation:* 26 M.R.S.A., Sect. 171

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Boiler Rules was established to promulgate rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

**ORGANIZATION:** There have been boiler laws in Maine since 1850. In 1931 the Board of Boiler Rules was established within the Department of Labor & Industry. Today the Board is operating in the Bureau of Labor Standards of the Department of Labor.

**PROGRAM:** The Board of Boiler Rules met twice during Fiscal Year 1983. The Board heard two appeals to permit boilers over 15 years of age to be brought into the State if certain criteria were met. The Board held a hearing upon a request to adopt rules concerning the presence of a Boiler Operator in boiler rooms. Based on the oral and written statements, the Rule was not adopted.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $726 in FY 83 and are, by administrative decision included with those of the Bureau of Labor Standards.

# OFFICE OF MAINE CETA

**ROBERT F. BOURGAULT, EXECUTIVE DIRECTOR**

*Central Office:* Old Nurses Bldg.—AMHI *Telephone:* 289-3375
*Mail Address:* Statehouse Sta. #55, Augusta, Maine 04333

*Established:* July 11, 1979 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 168C; *Citation:* Exec. Order 1 FY 80

*Average Count—All Positions:* 107 *Legislative Count:* 0

**PURPOSE:** This office is responsible for the administration of grants received by the State from the Comprehensive Employment and Training Act (CETA). These grants include Title II-

B & C, Title III, Title IV, and Title VII. Programs funded under these grants are designed to provide training and employment opportunities to increase the earned income of economically disadvantaged, unemployed or underemployed residents of the following counties: Androscoggin, Aroostook, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo, Washington, and York. The office established a flexible, coordinated, and decentralized system of federal, State, and local programs so that services lead to maximum employment opportunities and enhance self-sufficiency of the disadvantaged. The office also provides coordination of programs under CETA with other social service, employment and training related programs, economic development, community development, and related activities, such as vocational education, vocational rehabilitation, public assistance, self-employment training, and social service programs.

**ORGANIZATION:** Currently the Office of Maine CETA operates as a division within the Maine Department of Labor. As of October 1, 1983, the federal CETA legislation will expire. The Job Training Partnership Act (JTPA) of 1982 will replace CETA.

**PROGRAM:** The Title II-B & C program provides training activities primarily through subcontracts with community organizations, and through direct delivery by staff of the Office of Maine CETA. The program includes classroom training, on-the-job training, and work experience programs for economically disadvantaged youth and adults. Title III programs provide demonstration grant monies for pilot projects such as special training for offenders. The Title IV program establishes a broad range coordinated employment and training program for economically disadvantaged youth. Title VII authorizes activities to increase the involvement of the private sector employers in the employment and training of the economically disadvantaged.

Fiscal Year 1983 was a year of planning for the transition from CETA to JTPA on October 1, 1983, while continuing to provide training and services to over 3,000 participants.

The Office of Maine CETA continues to receive recognition from the Department of Labor for its effective management of programs, for the quality of participant experiences following enrollment in CETA, and for the cost efficiency of its programs relative to other CETA prime sponsors in the nation.

**PUBLICATIONS:**

The Office of Maine CETA publishes a Comprehensive Employment and Training Plan (CETP) each year which details the agency's methods of administration and management as well as the specific program plans for the subsequent fiscal year. It is a public document available to anyone by writing the Executive Director, Office of Maine CETA, Statehouse Station #55, Augusta, Maine 04333, or by calling (207) 289-3375.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| OFFICE OF MAINE CETA | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,939,999 | | | | 1,939,999 | |
| Health Benefits | 76,157 | | | | 76,157 | |
| Retirement | 294,258 | | | | 294,258 | |
| Other Fringe Benefits | 10,830 | | | | 10,830 | |
| Computer Services—Comm. | 12,500 | | | | 12,500 | |
| Computer Services—State | 60,882 | | | | 60,882 | |
| Other Contractual Service | 325,654 | | 400 | | 325,254 | |
| Rents | 58,587 | | | | 58,587 | |
| Commodities | 22,316 | | | | 22,316 | |
| Grants—Subsidies—Pensions | 6,165,315 | | | | 6,165,315 | |
| Equipment | 7,473 | | 3,244 | | 4,229 | |
| Transfers to Other Funds | 74,528 | | | | 74,528 | |
| **TOTAL EXPENDITURES** | 9,048,499 | | 3,644 | | 9,044,855 | |

# DATA PROCESSING DIVISION

**ROGER N. EDWARDS, DIRECTOR**
**PAUL W. GRAY, Analyst Programmer III**

*Central Office:* 20 Union Street, Augusta *Telephone:* 289-3168
*Mail Address:* P.O. Box 309, Augusta, Maine 04330

*Established:* 1965 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 169D; *Citation:* 26 M.R.S.A., Sect. 1041

**PURPOSE:** The purpose of this Division is to provide a total data processing service for the Bureau. It includes but is not limited to large scale computer operations, telecommunications, systems/programming, consulting, distributive data processing, data quality control, tape and disk media libraries, computer assisted data entry, operating and proprietary software support, and all appropriate activities associated with the generation and maintenance of these services.

**ORGANIZATION:** The Data Processing Division is composed of a Director, and a staff of 16 Analyst Programmers, a clerical, and 8 Computer Operations personnel.

**PROGRAM:** The Data Processing Division is a support unit for the other Divisions in the Bureau.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $1,194,886 in FY 83 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1983.

# DIVISION OF ECONOMIC ANALYSIS AND RESEARCH

**RAY A. FONGEMIE, DIRECTOR**

*Central Office:* 20 Union Street, Augusta *Telephone:* 289-2271
*Mail Address:* P.O. Box 309, Augusta, Maine 04330

*Established:* 1939 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 169R; *Citation:* 26 M.R.S.A., Sect. 1082

**PURPOSE:** The Division of Economic Analysis and Research is responsible for developing and maintaining state and area labor market and occupational information programs, and providing the Bureau with economic, management, and actuarial analyses for overall program planning and delivery.

**ORGANIZATION:** The Division of Economic Analysis and Research consists of four distinct operational units called sections. The names of the sections within the Division are (1) Data Systems and Operations Review, (2) Labor Market Evaluation and Planning, (3) Occupational Outlook and Job Information, and (4) Labor Market Information Field Services. The last section just cited consists of staff stationed in three different areas in the State serving the needs of the public and private sectors for local labor market analyses.

**PROGRAM:** The program activities involve the disciplines associated with social science and economic research. The results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published as developed and used in functional analyses and studies prepared to assist policy makers and managers in social, economic, and business planning.

**Labor Force, Industry Employment Statistics.** Survey results were processed, and estimates developed monthly regarding employment and wages by industry for the State and the Portland and Lewiston-Auburn Standard Metropolitan Statistical Areas. Labor force estimates, including the number of people employed and unemployed, were developed by month on a current basis for each of Maine's thirty labor market areas.

**Occupational Statistics.** Research was conducted to determine staffing patterns and wages in Maine's nonmanufacturing industries. Wage surveys were made covering occupations in the Maine pulpwood and logging industry. Results were published, disseminated, and incorporated in the management and delivery of other programs. Labor supply and demand analyses were conducted. The Maine Occupational Coordinating Committee's Career Information Delivery System computer files were updated. The Division was a service center for the processing of industrial and occupational projections for states in the eastern half of the nation.

**Job Search.** Informational materials on Maine occupational licensing, specific job requirements, location of jobs by place and industry, and job-finding methods were developed. The job search information was provided to counselors and job placement specialists and targeted to all job seekers.

**Labor Market Information Field Services.** Staff was maintained at the Bureau's local offices in Lewiston and Bangor to cover the specific labor market information needs of the Department, other public agencies, and a variety of user groups in Maine's thirty labor market areas. Maine employers were assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and for business planning. Special impact analyses were conducted in response to sudden changes in industry employment. Economic analyses highlighting industry trends and outlook with occupational information were prepared for each county.

**Management Information.** A series of monthly analyses and reports were made to the Director of the Bureau on the activities of the Job Service and Unemployment Compensation programs. Research was conducted on proposals and legislative documents associated with the Employment Security Law. Actuarial research was conducted providing projections of the Unemployment Compensation Fund under various economic assumptions. Other economic projections were made for workload planning.

**State Data Center for the Bureau of the Census.** In May 1983 the Division was designated as the State Data Center to provide management to a statewide network of affiliates offering an information service on U.S. Bureau of the Census materials. It is expected that between 15 and 20 affiliates will be selected early in FY 1984.

**PUBLICATIONS:**

1. Maine Labor Market Digest
2. Women and Minority Labor Force in Maine
3. Directory of Labor Market Information
4. Maine Occupational Licensing Requirements
5. Maine Occupational Needs to 1990
6. Maine Occupational Staffing Patterns by Industry
    a. Wholesale and Retail Trade, Public Utilities, and Selected Transportation Industries
    b. Manufacturing
    c. Selected Nonmanufacturing Industries
    d. Government
    e. Education
    f. Hospitals
7. Maine Occupational Wages
    a. Manufacturing Industries
    b. Selected Nonmanufacturing Industries
    c. Hospitals
8. Technical Services Monographs
9. Employment Situation
10. Annual Planning Information Reports, Statewide and for All Maine Counties

Various minimal fees are assessed for some of the above publications. These fees are based on printing and handling of charges only.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $990,878 in FY 83 and are, by administrative decision, included with those of Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1983.

## BOARD OF ELEVATOR AND TRAMWAY SAFETY

**MARVIN W. EWING, CHAIRMAN**

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
*Mail Address:* Statehouse Sta. #45, Augusta, Maine 04333

*Established:* 1949 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 386; *Citation:* 26 M.R.S.A., Sect. 475

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

**ORGANIZATION:** The Elevator Law was enacted in 1949 and in 1951 a Board of Elevator Rules and Regulations was established under the then, Department of Labor and Industry. National standards for new elevators were adopted and rules were promulgated for existing elevators.

The Passenger Tramway Safety Board was created in 1961 and operated until October 1977 under the Bureau of Parks and Recreation, Department of Conservation. The 108th Legislature passed legislation merging the Board of Elevator Rules and Regulations and the Passenger Tramway Safety Board to form the Board of Elevator and Tramway Safety within the Department of Manpower Affairs. In 1981 the Department of Manpower Affairs was changed to Department of Labor.

**PROGRAM:** The Board of Elevator and Tramway Safety held no public hearings during Fiscal Year 83. A review of the progress of National Code Committees was made at meetings. There were no rule changes nor appeals placed before the board.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $105 in FY 83 and are, by administrative decision, included with those of Boiler, Elevator, Tramway Division, Bureau of Labor Standards.

# BUREAU OF EMPLOYMENT SECURITY

## SETH W. THORNTON, EXECUTIVE DIRECTOR

*Central Office:* 20 Union Street, Augusta *Telephone:* 289-2411
*Mail Address:* P.O. Box 309, Augusta, Maine 04330

*Established:* March 25, 1980 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 169; *Citation:* 26 M.R.S.A., Sect. 1082

*Average Count—All Positions:* 536 *Legislative Count:* 0

*Organizational Units:*

Appeals Division
Data Processing Division
Employment Security Commission
Job Service Division
Division of Economic Analysis and Research
Unemployment Compensation Division

**PURPOSE:** The Bureau of Employment Security is the employment security administrative organization within the Department of Labor. The Bureau provides services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It operates through a federal-state partnership in which all the expenses of administration of the state programs are borne by the federal government. It is responsible for providing effective services for workers and employers desiring assistance. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs. It also issues training allowance payments to eligible participants in various federally-sponsored training programs.

**ORGANIZATION:** The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide employment concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Labor. On July 6, 1978, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Labor directly under the supervision of the Commissioner of Labor. On March 25, 1980, legislation established the Bureau of Employment Security as a separate entity within the Department of Labor.

**PROGRAM:** The Program of this Bureau is implemented through its six component subunits.

**PUBLICATIONS:**

See Division of Economic Analysis and Research

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF EMPLOYMENT SECURITY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 7,997,767 | | 10,369 | | 7,987,398 | |
| Health Benefits | 315,607 | | | | 315,607 | |
| Retirement | 1,281,155 | | 1,501 | | 1,279,654 | |
| Other Fringe Benefits | 48,443 | | | | 48,443 | |
| Computer Services—Comm | 57,895 | | | | 57,895 | |
| Computer Services—State | 32,307 | | | | 32,307 | |
| Other Contractual Service | 1,239,112 | | 35,097 | | 1,204,015 | |
| Rents | 778,815 | | 52 | | 778,763 | |
| Commodities | 308,404 | | 127 | | 308,277 | |
| Grants—Subsidies—Pensions | 96,773,006 | | 136,002 | | 18,932,051 | 77,704,953 |
| Equipment | 280,575 | | | | 280,575 | |
| Transfers to Other Funds | 67,120 | | 799 | | 66,321 | |
| **TOTAL EXPENDITURES** | 109,180,206 | | 183,947 | | 31,291,306 | 77,704,953 |

# MAINE EMPLOYMENT SECURITY COMMISSION

## ROBERT E. PENDLETON, JR., CHAIRMAN

*Central Office:* 175 Lancaster Street, Portland *Telephone:* 774-0427
*Mail Address:* P.O. Box 3574, Portland, Maine 04101

*Established:* 1936 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 172; *Citation:* 26 M.R.S.A., Sect. 1081

*Average Count—All Positions:* 7 *Legislative Count:* 0

**PURPOSE:** The Maine Employment Security Commission was established to hear higher authority appeal cases involving disputed claims for unemployment compensation benefits. The Commission may amend or rescind rules, appoint deputies and hearings examiners, require reports, make investigations, and take other actions as necessary or suitable.

**ORGANIZATION:** The Maine Employment Security Commission consists of three members: a representative of labor; a representative of employers; and a representative of the general public who is the chairman of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate, and hold office for a term of six years.

**PROGRAM:** The Employment Security Commission conducted adjudicatory hearings in all parts of the State in FY 82. The Commission traveled to 16 separate local unemployment offices in an attempt to minimize travel difficulties that might prevent claimants and employers from pursuing their rights to a fair hearing. In addition, the Commission also used telephone hearings in its hearing procedures to cut down on the travel. Consequently, cases may be heard in a more timely fashion in areas of the State where caseloads warrant only infrequent visits. More importantly, through the use of telephone hearings, split hearings are avoided and both parties are able to have direct confrontation.

By far, the largest number of cases that come before the Commission during the fiscal year were disputed unemployment benefit appeals.

In accordance with 26 M.R.S.A. 1044, 2, the Commission must approve attorney fees charged to claimants and fees paid by the Bureau as a result of Court action. Another major responsibility of the Commission is considering Unemployment Tax Assessment appeals.

In accordance with 26 M.R.S.A. 1082, 2, the Commission is authorized to appoint claims deputies and appeals referees.

The Commission anticipates an increased demand in its adjudicatory function, the need to promulgate new regulations in several areas and further deputy or appeals referee appointments.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $228,141 in FY 83 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1983. These costs are also recorded in the Bureau of the Budgets PLA-BAC system.

# STATE EMPLOYMENT AND TRAINING COUNCIL

### J. MARCEL LAFLAMME, CHAIRPERSON
### JANE C. WEED, EXECUTIVE DIRECTOR

*Central Office:* 283 State Street, Augusta *Telephone:* 289-2686
*Mail Address:* Statehouse Sta. #82, Augusta, Maine 04333
*Established:* May 23, 1979 *Sunset Review Required by:* June 30, 1987
*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 168A; *Citation:* Exec. Order FY 79 #14
*Average Count—All Positions:* 16 *Legislative Count:* 0

**PURPOSE:** The major responsibilities of the State Employment and Training Council, as mandated by the federal Comprehensive Employment and Training Act (CETA), are to continuously review and evaluate CETA and state agency employment, training and related services; to work toward the coordination of such programs, including consultation with the Maine Advisory Council on Vocational Education; to submit a public Annual Report to the Governor and to issue other appropriate reports and studies; to comment at least annually on the plans of CETA prime sponsors and state agencies providing employment, training and related services; to participate in the development of the Governor's Coordination and Special Services Plan; and to provide the CETA prime sponsors with specified planning information.

The State Employment and Training Council (SETC) also serves as grant planner and manager for the Governor's Grants under Titles II and IV of CETA. An Executive Order dated May 23, 1979, reiterates most of these responsibilities, and states that the SETC's overall responsibilities are to assist in the development of employment and training policy, to review Federal and State legislation relating to the employment and training system, and to plan and manage designated Governor's discretionary funds. Through Executive Order 9 FY 82/83, dated February 25, 1983, the State Employment and Training Council will terminate on June 30, 1983.

**ORGANIZATION:** The State Employment and Training Council, first known as the State Manpower Services Council, was created by the Comprehensive Employment and Training Act of 1973. The State Manpower Services Council and the Balance of State (Office of Maine CETA) planning council were originally one and the same; in 1976, when two counties broke away from the Balance of State area to become independent prime sponsors, the State Manpower Services Council and the Balance of State Planning Council were separated, under federal regulation, and assumed separate sets of responsibilities.

The State Manpower Services Council was renamed the State Employment and Training Council in June of 1978, and remained within the Executive Department until Executive Order 14 FY 78/79, dated May 23, 1979, transferred the Council into the Department of Labor, with the Council Director reporting directly to the Commissioner of Labor.

**PROGRAM:**

**Grant Management.** During FY 83, the total available funding amounted to $1,124,925 in Governor's special grants under CETA. Of this amount, $347,250 was obligated to the Supplemental Vocational Education Assistance Grant. Programs costing $166,177 were operated under the consolidated Coordination and Special Services and Education Linkages Grants. The SETC basic grant and a special reserve for transition (CETA to the Job Training Partnership Act, or JTPA) activities totaled $611,498.

**Coordination.** Tasks within this category have three goals: the promotion of greater cooperation among CETA and related programs, the provision of technical assistance to employment and training service deliverers, and the sharing of information. FY '83 activities included the organization of meetings and conferences at which CETA representatives and the staff of other programs were brought together to explain their respective programs and operating standards, and to discuss ways in which their different services could more effectively serve common target groups. Examples of coordination within Maine include the Department of Educational and Cultural Services, Human Services, Mental Health and Corrections, and other agencies and divisions within Labor; the Executive offices of State Planning and State Development; councils, commissions, and advisory groups including the Maine Commission for Women, the Governor's Committee on Employment of the Handicapped, the Industrial Development Council of Maine, the Maine Advisory Council on Vocational Education, the Adult and Community Education Advisory Board, the Task Force on Secondary Programming for the Handicapped, the Maine Juvenile Justice Advisory Group, and the Senior Community Service Employment Program Advisory Council; the Division of Community Services; the Maine Criminal Justice Planning and Assistance Agency; the New England Economic Project; and local educational agencies and Private Industry Councils.

Council comments on CETA prime sponsors' and state agency annual plans are also aimed at increased coordination, as are the Council's membership on the Maine Occupational Information Coordinating Committee, the Maine Advisory Council on Vocational Education, and various other advisory councils and work groups.

**Research.** Research activities deal with statistics and issues. Aggregation and analysis of statewide CETA data, contributions to county and state planning documents, and economic and population information are examples of statistical SETC studies. Chief among issue-oriented research are the implications of state and federal legislation for the provision of employment and training programs, the status of new initiatives, the status of CETA services to target groups, and the development of the Governor's Annual Employment and Training Report.

**Balance of the State Fiscal Year.** SETC activities for the balance of the fiscal year will continue those outlined above. The SETC will be closing out its administrative and operational functions and activities.

**PUBLICATIONS:**

*Annual Report to the Governor* (1978, 1979, 1980, 1981, 1982).

*CETA Activity in the State of Maine, Fiscal Year 1982* (1983).

*CETA in Maine, Its Role, Its Impact. Fiscal Year 1978 to Fiscal Year 1982* (1981).

*Cooperative Education in Maine* (1981).

*A Disability Primer* (1981), with the Disabilities Information Center, USM.

*Employment and Unemployment Among Maine Youth. A Longitudinal Study, 1978-1980* (1981), with the Social Science Research Institute, UMO

*Employment and Unemployment Among Maine Youth: Further Analysis.* (1980), with the Social Science Research Institute, UMO.

*Maine Agriculture and Related Industries, Employment Outlook* (1981).

*Maine Employment and Training Director* (1980).

*Maine: Fifty Years of Change, 1940-1990.* (1983), with the University/State Government Partnership Program.

*Maine Guide (to) Manpower and Education Resources* (1982), with the State Development Office.

*Neighborhood Job Development Project: Executive Summary* (1982), with the City of Portland.

*Final Report of the Neighborhood Job Development Project* (1981), with the City of Portland.

*Occupational Training and Restructuring for the Revitalization of Fish Processing in Maine* (1981), with Coastal Enterprises, Inc.

*Project Access Final Report: A Program for High Risk Youth* (1981), with the Portland Youth Opportunities Office.

*The Maine Apprenticeship Program for Youth* (1981), with the State Apprenticeship and Training Council.

*The Maine Economy: A Forecast to 1990* (1982), with the State Planning Office.

*The Maine Metal Products Industry and the Role of Government: Considerations for Policy and Program Development* (1980).

*A Preliminary Examination of Maine's 1980 Census Data by Age, Sex, and County* (1981).

*The Transitioning of AFDC Recipients to Good Jobs in the Labor Force* (1981).

Most of these publications are available for on-location use at the Maine State Library. Inquiries may also be addressed to the Maine Department of Labor or two co-sponsors or authors noted.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE EMPLOYMENT AND TRAINING COUNCIL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 308,597 | | | | 308,597 | |
| Health Benefits | 10,922 | | | | 10,922 | |
| Retirement | 51,040 | | | | 51,040 | |
| Other Fringe Benefits | 1,756 | | | | 1,756 | |
| Other Contractual Service | 69,873 | | | | 69,873 | |
| Rents | 13,860 | | | | 13,860 | |
| Commodities | 2,228 | | | | 2,228 | |
| Grants—Subsidies—Pensions | 208,689 | | | | 208,689 | |
| Transfers to Other Funds | 12,615 | | | | 12,615 | |
| **TOTAL EXPENDITURES** | 679,580 | | | | 679,580 | |

# INDUSTRIAL SAFETY DIVISION

## LESTER C. WOOD, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
*Mail Address:* Statehouse Sta. #45, Augusta, Maine 04333
*Established:* 1975 *Sunset Review Required by:* June 30, 1987
*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 1701; *Citation:* 26 M.R.S.A., Sect. 44
*Average Count—All Positions:* 8 *Legislative Count:* 8

**PURPOSE:** The Division is responsible for enforcing the Rules and Regulations adopted by the Occupational Safety and Health Board in the Public Sector. It also enforces legislative Rules and Regulations in both the Public and Private Sectors.

**ORGANIZATION:** The Division consists of five (5) compliance officers, two (2) clerical personnel and a division director.

**PROGRAM:** Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Industrial Safety Division visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections were issued when violations of the regulations were found.

In addition to enforcement inspections, the Division also made upon request courtesy inspections or consultative visits with private employers to help them in compliance with Federal OSHA requirements.

A 7-C-1 Consultation Contract with the Federal Occupational Safety & Health Administration was signed in October, 1978. Under this program one State Compliance officer has been assigned to conduct consultative inspections for private industry upon request. The purpose of the program is to inspect, issue citations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by the Federal Compliance officers.

The compliance officers also enforce the Chemical Substance Bill in both the Public and Private Sectors.

**Seminars.** During the year, the division provided speakers for group meetings, conducted safety programs and, in cooperation with the Maine Safety Council, participated in other safety programs. The Division also sponsored the annual Maine State Safety Conference.

The pertinent statistics for FY 83 are as follows:

| | |
|---|---|
| Total Number of Calls | 1,525 |
| State Agency | 239 |
| Municipality | 871 |
| School District | 92 |
| County | 17 |
| Water/Sewer District | 148 |
| Private | 33 |
| 7-C-1 Consult | 125 |
| Citations | 2,749 |

**PUBLICATIONS:**
Safety and Health Standards (free)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

# JOB SERVICE DIVISION

**LEONARD R. NILSON, DIRECTOR**
**JON B. GUAY, Assistant Director**

*Central Office:* 20 Union Street, Augusta *Telephone:* 289-3431
*Mail Address:* P.O. Box 309, Augusta, Maine 04330
*Established:* 1937 *Sunset Review Required by:* June 30, 1987
*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 169J; *Citation:* 26 M.R.S.A., Sect. 1083

**PURPOSE:** The most important responsibility of the Maine Job Service is to locate suitable employment for job seekers and to provide qualified workers for employer's job openings. Emphasis is placed on services to veterans and other special applicant groups in securing employment. This so-called "Labor Exchange" is a *free* service offered to both applicants and employers.

**ORGANIZATION:** The Maine Job Service is an integral part of a nationwide network of Public Employment Agencies that receives 100% of its funding from the Federal Government. During this past fiscal year, the Job Service operated nineteen (19) local offices located throughout the State.

**PROGRAM:** The Job Service offers a wide variety of services which can be categorized into two (2) major programs; an Applicant Services Program and an Employer Services Program. A summary of the major features of each of these programs is as follows:

**Applicant Services Program.**

*Work Registration:* A complete work history is collected on every applicant who comes into the Job Service for service. This registration card contains sufficient information to help match an applicant's qualifications against an employer's job requirements. During this fiscal year, the Job Service registered over 60,000 applicants.

*Job Placement:* Finding suitable jobs for applicants and assisting employers in finding qualified applicants is the most important responsibility of the Job Service. The Maine Job Bank facilitates this placement process by providing a computerized listing of job order information to Job Service staff and job seekers with a statewide inventory of job openings. During this past year, the Job Service made approximately 58,000 referrals to jobs which resulted in over 16,000 successful placements. The Job Service also utilizes a computerized Job Matching System. This highly sophisticated system automatically matches people with jobs by encoding special data on the applicant's qualifications and the employer's specific job requirements.

*Counseling:* Employment counseling is the process whereby a trained counselor works with clients who have problems in the vocational area. Goals are established that will assist and enhance the employment possibilities of the clients. Job Service held over 2,000 counseling interviews this past year, and administered various aptitude and performance tests to another 1,000 individuals.

**Employer Services Program.** In order to place applicants, Job Service puts a great deal of emphasis on getting to know employers and to meet their employment needs. The Employer Services Program includes three (3) functions:

*Employer Visitation:* The objective of this program is to maintain a regular schedule of employer contacts in order to establish a close working relationship with the employers so that they can become acquainted with their specific employment needs. This fiscal year, the Job Service made over 4,000 contacts with various employers.

*Exclusive Referral:* Over 125 of the largest employers in the State have entered into agreements with the local Job Service office whereby the Job Service is the exclusive referral agent for the employer. In effect, everyone hired by that company has to first go through the Job Service. This particular program has proven to be an effective method for placing applicants in jobs and it has relieved the employers from many of the personnel activities associated with hiring personnel.

*Positive Recruitment:* This program offers employers the use of Job Service staff and facilities in conducting a major recruitment drive. It has been most helpful to new employers moving into an area who have not yet established a base of operations.

During this fiscal year, the Job Service was successful in filling 67% of the approximate 24,000 job openings.

**Other Programs.**

*Targeted Jobs Tax Credit Program (TJTC):* The TJTC Program is a special program administered by the Job Service that offers an elective tax credit to employers as an incentive to hire applicants from selected target groups. In order for the employer to be eligible for the tax credit, the potential employee must be determined eligible as a member of a targeted group by a local Job Service office, the applicant must be a new employee for that firm and prior to that person starting work, the employer must request a certification of the eligible applicant in writing or complete the employer portion of the voucher form and mail it to the Maine Job Service Headquarters at 20 Union Street in Augusta.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $3,996,400 in FY 83 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division's costs for the 12 month period ending June 30, 1983.

# BUREAU OF LABOR STANDARDS

**MARVIN W. EWING, DIRECTOR**
**PAUL LOVEJOY, Deputy Director**

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

*Established:* 1975 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 170; *Citation:* 26 M.R.S.A., Sect. 41

*Average Count—All Positions:* 44 *Legislative Count:* 41

*Organizational Units:*
- Board of Boiler Rules
- Board of Occupational Safety and Health
- Minimum Wage Rate on Construction Projects Board
- Apprenticeship Division
- Research & Statistics Division
- Minimum Wage, Child Labor, Stuffed Toys Division
- Boiler, Elevator, Tramway Division
- Industrial Safety Division
- Board of Elevator & Tramway Safety
- State Apprenticeship & Training Council

**PURPOSE:** The Bureau of Labor Standards was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The director shall enforce all laws regulating the employment of minors, and the payment of wages; all laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of the working classes.

**ORGANIZATION:** The nucleus of the Bureau of Labor Standards was established in 1873 of an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry with the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to become the Bureau of Labor and all reference to sex was elminated from the statutes.

In 1975 enabling legislation was enacted giving the Bureau authority to enforce safety and health rules and regulations in the public sector. The 108th session of the Legislature required each agency of government to cooperate fully with the Bureau's efforts to compile labor and industrial statistics.

In 1981 the name of the Bureau of Labor was changed to Bureau of Labor Standards. This was necessary because the name of the Department of Manpower Affairs was changed to the Department of Labor.

**PROGRAM:** The Bureau of Labor Standards is divided into five divisions under the direction of division directors who report to the Director appointed by the Commissioner of Labor with the advice and consent of the Governor. The five divisions are Research and Statistics, Minimum Wage-Child Labor & Stuffed Toys; Boiler-Elevator-Tramway, Industrial Safety, and Apprenticeship. The administration of these functions are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Reports from each Division and Board are provided elsewhere in this publication.

**PUBLICATIONS:**
Maine Labor Laws—available at $5.00 per copy

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF LABOR STANDARDS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 713,126 | 662,956 | | | 50,170 | |
| Health Benefits | 26,221 | 24,363 | | | 1,858 | |
| Retirement | 116,079 | 108,003 | | | 8,076 | |
| Other Fringe Benefits | 4,364 | 4,034 | | | 330 | |
| Computer Services—State | 7,364 | 3,028 | | | 4,336 | |
| Other Contractual Service | 116,275 | 103,588 | | | 12,687 | |
| Rents | —1,828 | —2,456 | | | 628 | |
| Commodities | 5,907 | 4,758 | | | 1,149 | |
| Grants—Subsidies—Pensions | 6,143 | 606 | 5,537 | | | |
| Equipment | 2,968 | | | | 2,968 | |
| Transfers to Other Funds | 3,216 | | | | 3,216 | |
| **TOTAL EXPENDITURES** | 999,835 | 908,880 | 5,537 | | 85,418 | |

# MAINE LABOR RELATIONS BOARD

## PARKER DENACO, EXECUTIVE DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2015
*Mail Address:* Statehouse Sta. #90, Augusta, Maine 04333
*Established:* 1972 *Sunset Review Required by:* June 30, 1987
*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 180; *Citation:* 26 M.R.S.A., Sect. 968
*Average Count—All Positions:* 7 *Legislative Count:* 7

**PURPOSE:** The Maine Labor Relations Board was established to further harmonious labor-management relations through the efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA) and the University of Maine Labor Relations Act (UMLRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all three Acts. The PELRA, SELRA, and UMLRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact finding and interest arbitration.

The Board and its Executive Director are responsible for the administration and assignment of members to the Panel of Mediators. This applies to both the public and private sector; however, the impasse resolution procedures of fact finding and interest arbitration are limited to the public sector under the PELRA, SELRA and UMLRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA and UMLRA. As of October 1, 1976, amendments to the UMLRA included thereunder employees of the Maine Maritime Academy. County employees were extended collective bargaining rights under PELRA pursuant to legislation enacted by the 110th Legislature in the fall of 1981.

Unfair labor practices, referred to as 'prohibited acts,' in the PELRA, SELRA and UMLRA are the Board's responsibility to adjudicate when alleged violations have occurred.

Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA and UMLRA and to advise them of the rules and procedures employed by the Board.

**ORGANIZATION:** The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act from 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board became the Maine Labor Relations Board and acquired responsibility for administering the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory amendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and amendments covering employees of the Maine Maritime Academy as of October 1, 1976. Bargaining rights were extended to county employees in September of 1981. Restructuring of the Department of Labor and Industry to the Bureau of Labor in 1975 was commensurate with the formation of the Maine Labor Relations Board. The MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for which were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

**PROGRAM:** The municipal sector continues to be the most diversified and most active of all sectors requiring services from the Maine Labor Relations Board. The years 1977 through 1980 saw feverish organizational activity in the municipal sector. While there was a sharp rise in the number of petitions for new bargaining units in FY 1982 (from 28 in FY 81 to 43 new filings in FY 82), FY 83 had large increases in petitions for decertification and for modification to existing bargaining units (i.e., unit clarification petitions).

The number of decertification petitions received rose by 71% in FY 83. Among the decertification attempts was a repeat attempt to unseat the bargaining agent for one of the larger State employee bargaining units involving Institutional Services employees. Unlike the experience in FY 81, the showings of interest were adequate for both the challenger (M.S.E.A.) and the intervenor (Teamsters Local Union No. 48).

By statute, decertification petitions may only be filed in the "60 to 90 day" window period prior to the termination date of the agreement. This limitation on challenges to incumbent bargaining agents contributes to the stability of labor relations, which is one of the primary goals of the collective bargaining statutes. Conversely, unit clarification petitions must be initiated by certified bargaining agents or by the public employer but can be filed at any time. This type of petition increased dramatically (72%) during FY 83 and has placed an increased burden on the Board.

All of the three labor relations acts administered by the Maine Labor Relations Board contain dispute resolution techniques and impasse resolutions. In each instance, these involve mediation, fact finding and interest arbitration. While the interest arbitration process is administered by and through the desires of the parties after they have completed mediation and/or fact finding, the agency directly administers the first two phases, i.e., mediation and fact finding.

In the past fiscal year, 95 new mediation requests were received, a 14% increase from the number filed in FY 82 and consistent with the same high level of mediation filings over the past several years. This high level is expected to continue in the foreseeable future due to the current climate of fiscal austerity and the growing confidence placed by the client community in the experience and skills of members of the Panel of Mediators.

The experience and skill of the Panel was manifested as well in the record success rate achieved in FY 83. The settlement rate reached 73% in the past fiscal year which exceeded the prior record of 69% achieved in FY 82. These extraordinary success ratios compare with the normal settlement range of 50-58% achieved over the past several years excluding FY 79 and FY 82. The success rate of mediation is generally affected by the number of cases outstanding, the austere financial conditions facing municipal and state budget personnel, and the number of issues being submitted to the mediation and/or fact finding process. The mediation statistics reflect only those cases in which there has been a complete settlement of all outstanding issues.

Therefore, if there were several issues in the mediation case with all issues except one being resolved by the mediator, that case does not show as a positive statistic.

The most time-consuming and staff intensive activity of the Board continues to be prohibited practice complaint proceedings and court activity. Although the level of filings of new prohibited practice cases fluctuates from year to year, it is interesting to note that in the past several years the Board disposed of approximately the same number of matters by formal action, with fewer prohibited practice complaint cases and more appellate work being the norm for FY 83. These matters require formal hearings, deliberation, intensive research, and decision writing. Typically this area of the Board's jurisdiction involves the Board and its staff in the details of docketing, arranging hearings before the Board members, processing pre-hearing conferences, arranging for hearing locations, arranging for post-hearing memoranda, meeting in deliberation on cases heard by the Board, and the research and preparation involved in the decisions themselves. While it might be expected that some areas of activity might stabilize with the maturing of the relationship between public sector adversaries, it is anticipated that the number of prohibited practice complaints will fluctuate from year to year depending upon the collective bargaining climate in individual communities. Nonetheless it can be expected that the rate of filings will remain roughly at the higher level of filings experienced in the past few years since the Maine Labor Relations Board has been looked to more frequently in the past few years to develop policy and assist the parties in creating and maintaining an effective labor-management relationship with each other.

**PUBLICATIONS:**

The Municipal Public Employees Labor Relations Act
The State Employees Labor Relations Act
The University of Maine Labor Relations Act
The Rules and Procedures of the Maine Labor Relations Board

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE LABOR RELATIONS BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 176,241 | 176,241 | | | | |
| Health Benefits | 5,087 | 5,087 | | | | |
| Retirement | 30,000 | 30,000 | | | | |
| Other Fringe Benefits | 861 | 861 | | | | |
| Computer Services—State | 2,316 | 2,316 | | | | |
| Other Contractual Service | 24,535 | 24,535 | | | | |
| Commodities | 564 | 564 | | | | |
| TOTAL EXPENDITURES | 239,604 | 239,604 | | | | |

# LEGAL DIVISION (LABOR)

## PETER STEWART, ASSISTANT ATTORNEY GENERAL

*Central Office:* State Office Building, Augusta *Telephone:* 289-3141
*Mail Address:* Statehouse Sta. #6, Augusta, Maine 04333
*Established:* 1939 *Sunset Review Required by:* June 30, 1987
*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 168L; *Citation:* 26 M.R.S.A., Sect. 1082

**PURPOSE:** The primary function of the Legal Division of the Department of Labor is to provide legal services to the Department and to represent the Department in all court proceedings.

**ORGANIZATION:** All attorneys within the Legal Division are Assistant Attorneys General and are under the supervision of the State Attorney General's Office.

**PROGRAM:** Legal services provided include representing the Department in all litigation in which the Department is a party, such as unemployment benefit appeals, employer tax assessment appeals, unemployment tax collection matters, contract-bid disputes, class action challenges to Departmental procedures, employee grievances, CETA related grievances, and Bureau of Labor Standards enforcement proceedings. In addition, the Legal Division drafts all Department related opinions, reviews all Departmental leases, contracts, regulations, and other documents, and reviews all Departmental proposed legislation.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $144,017 in FY 83 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1983.

## PANEL OF MEDIATORS

### PARKER A. DENACO, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2016
*Mail Address:* Statehouse Sta. #90, Augusta, Maine 04333
*Established:* 1976 *Sunset Review Required by:* June 30, 1987
*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 187; *Citation:* 26 M.R.S.A., Sect. 965.
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

**ORGANIZATION:** The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently eight appointees to the Panel of Mediators.

**PROGRAM:** In FY 82, eighty-three new mediation requests were processed by the Maine Labor Relations Board on behalf of the Panel of Mediators. This number increased to 95, representing a 14% increase for FY 83. This figure is near the record number of requests received in FY 80, and it is consistent with the high level of mediation use over the past several years and clearly reflects the acceptance of this dispute resolution device by the labor relations community. As in past years members of the Panel achieved major accomplishments in assisting public sector parties reach accord in labor contract negotiations. While the contracts for university and State employees involve collective bargaining for large units, the most frequent use of mediation services continues to be in the municipal and school sectors. During FY 83, the Panel of Mediators received requests for services with respect to 67 communities, public entities, and private enterprises. They attained a record settlement rate of 73%, an increase of 4% over the prior record and approximately 20% over the "normal" settlement rate of 50%—60%.

**FINANCES, FISCAL YEAR 1983:** 26 MRSA, Sec. 965, Sub-section 2, ¶C provides that expenditures of this unit, which amounted to $16,124 in FY 83, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

# MINIMUM WAGE, CHILD LABOR AND STUFFED TOYS DIVISION

**PAUL K. LOVEJOY, DEPUTY DIRECTOR, BUREAU OF LABOR STANDARDS**
**ANNE L. HAMEL, Supervisor Employment Standards**

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
*Mail Address:* Statehouse Sta. #45, Augusta, Maine 04333

*Established:* 1978 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 170C; *Citation:* 26 M.R.S.A., Chapter 7, Chapter 5, Subchapter I, 1-A, 1-B

*Average Count—All Positions:* 9 *Legislative Count:* 8

**PURPOSE:** Since the enactment of the first Minimum Wage Law at $1.00 per hour in 1959, this Division has the responsibility of enforcement of minimum wage and overtime laws, plus payment of wages, vacation pay and severance pay. Child labor laws include protection to minors (under 18 years of age) against hazards in certain occupations and extensive work hours daily and weekly if they are under 16 years of age. One method of compliance is the Part-Time & Vacation Work Permit and the Certificate of Age requirement.

Manufacturers or importers of Bedding;Upholstered Furniture and Stuffed Toys must register with the Bureau of Labor Standards before they can sell these articles in Maine. Stuffed toys are tested by the State Health Laboratory to insure that the stuffing contents are free from harmful bacteria. All bedding and upholstered furniture must be labeled to insure that Maine does not become a "dumping ground" for unclean bedding and upholstered furniture.

**ORGANIZATION:** This division was the "Women & Child Labor Division" until 1959 when minimum wage was added to the division title. During the past 11 years other sections were added through legislative acts which included severance pay, payment of wages, unfair agreements and the Wage Assurance Fund. Whereas the field inspectors in this division called at most manufacturing and mercantile establishments the Bedding;Upholstered Furniture & Stuffed Toys administration and enforcement was added to the Minimum Wage & Child Labor Division.

**PROGRAM:**

**Division of Minimum Wage & Child Labor.** The Maine minimum wage has remained at $3.35 since January 1, 1981.

Although the number of minimum wage and overtime violations increased over 65%, other wage violations have remained about the same during the past 12 months. Two-hundred-twenty-eight complaints of unpaid wages and illegal deductions were investigated by this Division which resulted in $56,038.47 in back wages paid to employees. The Bureau filed complaints against five employers in the district courts for violations of this type during the past year.

The Maine Wage Assurance Fund was busy during the past year with thirteen employers going out of business leaving no assets to pay employees. A total of 42 employees was paid $5,318.14 from the Maine Wage Assurance Fund. Six large companies paid Severance Pay to 971 employees amounting to $682,658.70 in total wages. There are currently six Severance Pay cases pending action with the Attorney General's Office

More than $73,103.21 was paid back to 302 employees during the past year by employers who were in violation for not paying the required minimum wage, overtime or unpaid wages, including vacation pay.

**Stuffed Toys, Bedding and Upholstered Furniture.** There were 547 certificates issued for manufacturers and importers to sell stuffed toys in Maine during the past twelve months. There was a total of 650 registrations to sell bedding;upholstered furniture in the State. This is a combined increase of 189 new registrations.

The following is a statistical summary of Wage & Hour Division activities:

| | |
|---|---|
| Inspections | 7,977 |
| Violations, Total | 3,416 |

| | |
|---|---|
| Work Permits Approved | 3,605 |
| Minimum Wages & Overtime Paid to Employees | $20,064.74 |
| Unpaid Wages & Vacation Pay | $56,038.47 |
| Registration Fee, Bedding | $20,495.00 |
| Registration Fee, Stuffed Toys | $10,885.00 |

**LICENSES, PERMITS, ETC.:**

Registration: Bedding & Stuffed Toys.

Permit: Learner Permit for Sub-minimum Wages, Handicapped Workers, Employment of Minors.

**PUBLICATIONS:**

Guide to Maine Minimum Wage Law, BL No. 62 Rev. 12 (free)

Maine Labor Laws Specifically Applicable to Youth, BL No. 477 (free)

Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years, BL No. 1 Rev. 4 (free)

Bedding;Upholstered Furniture Law, BL No. 39 (free)

Stuffed Toy Law, BL No. 450 (free)

Work Permits and Certificates of Age, BL No. 35, Rev. 8 (free)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

## MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

**WILLIAM R. MALLOY, COMMISSIONER OF LABOR**
**GERARD P. BILODEAU, Executive Director**

*Central Office:* Stevens School Admin. Bldg., Hallowell *Telephone:* 289-2331
*Mail Address:* Statehouse Sta. #71, Augusta, Maine 04333

*Established:* August, 1978 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 184; *Citation:* 26 M.R.S.A. 1452

*Average Count—All Positions:* 4 *Legislative Count:* 0

**PURPOSE:** The MOICC was established to coordinate and support the development, maintenance and operation of a comprehensive career, occupational and economic data-based system, and to promote communication, coordination, and cooperation among those agencies responsible for vocational education, and employment and training programs as well as for economic development activities through the use of the system.

**ORGANIZATION:** The MOICC was created through the Federal Education Amendments of 1976. Its mandate was subsequently broadened through the enactment of the Youth Employment and Demonstration Projects Act of 1977, the Career Education Incentive Act of 1977, and the Comprehensive Employment and Training Act, as amended in 1978. Executive Orders of Governors Longley and Brennan, signed in 1978 and 1979, further mandated the establishment of the Committee. In May, 1982 the Governor signed into law a bill statutorily establishing the MOICC, and designating its membership. The statutory members consist of the Commissioners of the Departments of Labor, Educational and Cultural Services and Human Services, and the Director of the State Development Office. Although not prescribed in the law, two advisory committees, the Steering Committee and the Technical Advisory Committee, have been retained as part of the overall structure of the MOICC. The law also designates the Commissioner of the Department of Labor as the Committee's chairperson. Under both the Federal and State Legislation, the intent is not to make the MOICC a data collection agency, but rather, to coordinate the development and maintenance of a comprehensive career, occupational and economic data-based system of information built upon existing sources of data to meet the common needs of the member agencies.

**PROGRAM:** During FY 83, the Career Information Delivery System (CIDS) served an estimated 50,000 individuals at 105 sites located throughout the State. The majority of the sites are secondary schools, but other sites include campuses of the University of Maine, CETA Intake Centers, selected Vocational Rehabilitation sites, Job Service Offices, Correctional Institutions, and Vocational-Technical Institutes.

The CIDS consists of twelve cross-referenced data files containing occupational, educational, military training, financial aid, special services to the handicapped, and Job Bank information. The information is national, state and local in scope. During FY 83 the Job Bank and Special Services files were added to the CIDS.

As a complementary mode for disseminating career information, a micro-fiche system was developed (along with companion publications) in FY 83. This micro-fiche contains information on approximately 1,100 occupations. Like the computerized system, the micro-fiche system has been designed so that a person's aptitudes, interests and abilities can be cross-referenced to various occupations.

During FY 83 the microfiche library was enhanced by the development of a microcomputer search. In addition, the MOICC developed an elementary school career information curriculum titled *"The ABC's of the World of Work in Maine."* Considerable training was provided to vocational education, and employment and training administrators in the use of a unique computer-interactive Occupational Information System (OIS) for Program Planners. The OIS is intended to meet the information needs of planners and administrators by putting them in touch with occupational demand and supply data, as well as related information.

As part of the OIS, the MOICC has recently put into operation an economic data-based system designed to assist the State in its economic development efforts. Information on industrial parks, available manufacturing space, population, municipal services, industry employment and labor force will be included in these files.

As part of its services, the MOICC in FY 83 assumed operation of the Work Education Resource Center. The Center located at the MOICC Offices contains the most extensive library of career education materials available in the State. The publications and other materials at the Center have been made available to numerous schools and agencies throughout the State on a loan basis.

**PUBLICATIONS:**

The Work/Education Quarterly—No Fee
The CIDS Secondary Education Guide—Fee: $15.00
The CIDS Vocational Rehabilitation Guide—Fee: $15.00
The CIDS Employment & Training Guide—Fee: $15.00

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 88,542 | 39,159 | | | 49,383 | |
| Health Benefits | 3,322 | 1,819 | | | 1,503 | |
| Retirement | 14,132 | 6,152 | | | 7,980 | |
| Other Fringe Benefits | 527 | 255 | | | 272 | |
| Computer Services—State | 78,646 | 7,700 | | | 70,946 | |
| Other Contractual Service | 186,344 | 38,620 | 50,706 | | 97,018 | |
| Rents | 1,267 | 336 | | | 931 | |
| Commodities | 7,973 | 1,759 | 816 | | 5,398 | |
| Grants—Subsidies—Pensions | 6,594 | 1,344 | | | 5,250 | |
| Equipment | 482 | | 482 | | | |
| Transfers to Other Funds | 7,924 | | 1,496 | | 6,428 | |
| **TOTAL EXPENDITURES** | 395,753 | 97,144 | 53,500 | | 245,109 | |

# BOARD OF OCCUPATIONAL SAFETY AND HEALTH

**MARVIN W. EWING, CHAIRMAN**
**LESTER C. WOOD, Director, Industrial Safety Division**

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
*Mail Address:* Statehouse Sta. #45, Augusta 04333

*Established:* 1975 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 179; *Citation:* 26 M.R.S.A., Sect. 564

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, state agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

**ORGANIZATION:** The Board of Occupational Safety and Health was appointed by the Governor in 1976. There are 10 members appointed for 4 year terms.

The Division of Industrial Safety is empowered to enforce the rules and regulations adopted by the Board.

**PROGRAM:** Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Division of Industrial Safety visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivisions. Citations requiring corrections were issued when violations of the regulations were found.

Two (2) Board meetings were conducted during the year.

**PUBLICATIONS:**
Safety and Health Standards (free)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

# DIVISION OF PLANNING AND PROGRAM SERVICES

**MARVIN ROSENBLUM, DIRECTOR**

*Central Office:* 20 Union Street, Augusta *Telephone:* 289-2695
*Mail Address:* Statehouse Sta. #54, Augusta, Maine 04333

*Established:* 1979 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 168P; *Citation:* 26 M.R.S.A., Sect. 1401

*Average Count—All Positions:* 4 *Legislative Count:* 0

**PURPOSE:** The Division is responsible for the overall planning functions of the Department and the coordination of unified, cost-effective departmental policy. Coordination with other state and Federal government agencies is also a responsibility of the division. Additional specific functions include information dissemination to the news media and general public, legislative liaison services and Federal legislation evaluation. Technical support and advisory services are also provided to the Commissioner of the Department.

**ORGANIZATION:** The Division is one of six basic subdivisions of the Department under the direct supervision of the Commissioner.

**PROGRAM:** Federal budget reductions have made the development of increasingly cost-effective and coordinated departmental policy a prime objective of the division. Several inter-agency projects were coordinated through the division. Analysis and evaluation of changes in state and federal law are provided on an ongoing basis to the Commissioner and the Legislature as requested. Information on statewide employment, unemployment and related issues is released on a regular basis. The Division also provides an initial contact for questions about the Department from other agencies, legislators, news reporters and the general public.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the State Employment and Training Council.

## PRIVATE INDUSTRY COUNCIL (CETA)

**DENIS A. LATULIPPE, CHAIRPERSON**
**ELAINE LACROIX, PIC Coordinator**

*Central Office:* AMHI—Old Nurses Bldg., Augusta *Telephone:* 289-3375
*Mail Address:* Statehouse Sta. #55, Augusta, Maine 04333
*Established:* 1979 *Sunset Termination Scheduled to Start by:* June 30, 1987
*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 1681; *Citation:* Exec Order 1 FY 80

**PURPOSE:** The Private Industry Council (PIC) is required in federal legislation to assist the prime sponsor in bringing together private sector interests and public sector employment and training resources. It has accountability for program funds under Title VII of CETA, and for directing the prime sponsor's private sector emphasis in all titles of CETA. Programs developed by the PIC are operated through the prime sponsor's service providers.

**ORGANIZATION:** The Private Industry Council was established by Governor Brennan in the fall of 1979. The Council meets monthly as does its Executive Committee. Bylaws are available by writing the Executive Director, at the Office of Maine CETA.

**PROGRAM:** The Maine PIC has received national recognition for the effectiveness with which it has merged economic development interests with the resources of the state's employment and training community. The Maine PIC has also been active in the implementation of Title III, Employment and Training Assistance for Dislocated Workers, under the new Job Training Partnership Act.

**PUBLICATIONS:**

The Maine PIC publishes an annual report to the Governor available to anyone by contacting the Executive Director, at the Office of Maine CETA.

"The Annual Report to the Governor" (Free)

During the Fiscal Year of 1982, the PIC also developed a promotional brochure which is available at the Office of Maine CETA.

"The Private Industry Council" (Free)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Office of Maine CETA.

# PROGRAM MANAGEMENT DIVISION (CETA)

### ROBERT JONES, DIRECTOR

*Central Office:* AMHI—Old Nurses Bldg., Augusta *Telephone:* 289-3375
*Mail Address:* Statehouse Sta. #55, Augusta, Maine 04333

*Established:* 1981 *Sunset Termination Scheduled to Start by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 168R; *Citation:* Exec Order 1 FY 80

**PURPOSE:** This unit develops Annual and Master Plans with the U.S. Dept. of Labor, and manages a network of employment and training services providers within the parameters of federal legislation and applicable state regulation. It defines the objectives, scope, and structure of programs in a way that reflects both the intent of the federal legislation and the needs of the eligible population. Development and oversight of service delivery systems, upgrading of staff through training, and the development of cooperative arrangements among related state agencies also fall within this unit's general purpose.

**ORGANIZATION:** The Program and Management Division was organized in 1981 by combining the functions of the Program and Resource Development and the Operations Divisions of the Office of Maine CETA.

**PROGRAM:** During Fiscal Year 1983, the Program Management Unit continued to provide quality training services in four (4) of the twelve (12) counties in Office of Maine Ceta's jurisdiction. The unit continued to oversee the program model that was subcontracted in the other eight (8) counties.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $3,817,247 in FY 83 and are, by administrative decision, included with those of Office of Maine CETA.

# RESEARCH AND STATISTICS DIVISION (LABOR STANDARDS)

### WILLIAM A. PEABODY, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
*Mail Address:* Statehouse Sta. #45, Augusta, Maine 04333

*Established:* 1887 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 170R; *Citation:* 26 M.R.S.A., Sect. 42-44, 46

*Average Count—All Positions:* 10 *Legislative Count:* 10

**PURPOSE:** The Director of the Bureau of Labor Standards is required by statute to collect and distribute statistical data relating to industrial and construction employment and output, the cause and effect of occupational injuries and illnesses, and the operation of trade unions and other labor organizations. This authority has been delegated to the Division of Research & Statistics.

**ORGANIZATION:** In 1873 the Secretary of State was assigned the authority to collect and print statistics on manufacturing, mining, commercial and industrial interests. The Legislature transferred that mandate to the new Bureau of Industrial and Labor Statistics, which was established as a separate department in 1887. In 1911 the name was changed to the Department of Labor and Industry with the addition of regulatory authority concerning employment. At that time, the collection of industrial statistics was assigned to the Division. This relationship has remained through several name and organizational changes at the Department and Bureau level.

**PROGRAM:** The following are the major programs of this Division:

**Manufacturing Economic Data.** Manufacturing firms are surveyed requesting data relative to the value of product, capital expenditures, exports and imports, and workers covered by union contracts. Additional information concerning the number of workers and gross wages paid is supplied by the Bureau of Employment Security, Division of Economic Analysis and Research. Data is tabulated by industrial classification, county, civil division, economic area, and plant size. The results are published in the *Census of Maine Manufacturers.* Special studies are performed on request.

**Occupational Injuries and Illnesses.** The division, in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics, conducts two programs for the collection of statistics concerning occupational injuries and illnesses. These programs are:

*Occupational Safety and Health Statistical Program (OSHS):* A sample of employers operating in the State of Maine is surveyed to gather data on the incidence of occupational injuries and illnesses, average employment, and hours worked. From this raw data, state-wide statistics are estimated and tabulated. The resulting numbers of incidents and the incidence rates are published in *Occupational Injuries & Illnesses in Maine.*

*Supplementary Data System (SDS):* This program codes selected data from the Employer's First Reports of Occupational Injury or Illness submitted to the Workers' Compensation Commission. This data is tabulated and published annually in *Characteristics of Work-Related Injuries and Illnesses in Maine.* Special studies are performed on request.

**Labor Relations.** The Division publishes the *Directory of Maine Labor Organizations,* which is a listing of the local unions and their current officers with addresses and telephone numbers. Three work sheets are compiled and printed showing union membership by local, listing organized manufacturing firms and relevant union locals, and listing organized non-manufacturing firms with locals. Files on union contracts, National Labor Relations Board and Maine Labor Relations Board elections, and work stoppages are also maintained and used to perform special studies. In 1983 a new publication was released showing all of the labor relations information collected in the previous decade. The new booklet was entitled *Labor Relations in Maine, 1971-1982.*

**PUBLICATIONS:**

*Census of Maine Manufacturers,* annual, free, mailing list maintained.

*Characteristics of Work-Related Injuries and Illnesses in Maine*, annual, free, mailing list maintained.

*Directory of Maine Labor Organizations,* annual, free, mailing list maintained.

*Occupational Injuries & Illnesses in Maine,* annual, free, mailing list maintained.

*Labor Relations in Maine, 1971-1982,* onetime, free, copies available.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

## UNEMPLOYMENT COMPENSATION DIVISION

**WALTER I. CLARK, DIRECTOR**
**WILLIAM J. CURRAN, III, Assistant Director**

*Central Office:* 20 Union Street, Augusta *Telephone:* 289-2316
*Mail Address:* P.O. Box 309, Augusta, Maine 04330

*Established:* 1936 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 169U; *Citation:* 26 M.R.S.A., Sect. 1401

**PURPOSE:** The Unemployment Compensation Program is intended to insure workers against loss of wages during periods of temporary unemployment. It is not welfare or relief, but is an insurance program for the benefit of qualified unemployed workers.

**ORGANIZATION:** The Unemployment Compensation Division of the Maine Department of Labor, Bureau of Employment Security, is headed by a Division Director who is responsible for the operations of fifteen (15) local offices and an Interstate claims office.

**PROGRAM:** Unemployment compensation workloads for unemployment insurance claims activities exhibited a slight increase for State of Maine Fiscal Year 1983. The number of initial claims for unemployment benefits under the regular state program totaled 192,037. The number of new claims filed under the Extended Benefits (EB) program was 11,250. A total of 1,098,275 continued claims were processed under the state Unemployment Insurance (UI) and Extended Benefits (EB) programs generating $81,336,519 in benefits paid for 828,273 weeks compensated. Additionally, former federal employees were paid $452,247 for 4,398 weeks compensated under the Unemployment Compensation for Federal Employees (UCFE) program. Ex-servicemembers were paid $638,802 for 5,420 weeks compensated under the Unemployment Compensation for Ex-Servicemen (UCX) program.

*Special Payment Unit:* The Special Payment Unit of the Benefits Section processed 1,005 weeks compensated for a total of $89,133 in benefit payments for the Trade Readjustment Allowances (TRA) program as provided under the Trade Act of 1974.

*Claims Deputies:* Claims Deputies in the Division's fifteen local offices and the Interstate Office rendered 54,683 nonmonetary determinations to adjudicate disputed claims. The number of benefit appeal cases disposed of by the Agency's Adjudication Division totaled 4,785 while an additional 911 cases were heard and disposed of at the Commission's higher authority appeals level.

In the Benefit Payment Control program, field investigators from the Fraud Section, utilizing the automated cross-match system of wage record and benefit payment files, audited 227,733 weeks claimed during FY 83. Fraud investigators and local office claims deputies issued 830 determinations relative to fraud and misrepresentation. With assistance from the Department's Legal Division and the Criminal Division of the Office of the Attorney General, 55 cases were presented for prosecution which resulted in convictions.

During Fiscal Year 1983, the Division established a Random Audit Unit. The purpose of this unit is to further improve the division's Benefit Payment Control efforts through a process of a random selection of active unemployment insurance claims for benefits and performing an in-depth audit of all payments and related procedures relative to the selected claim. The audit will discover improperly filed claims and the results will be used to improve operation procedures.

By the end of FY 1983, the number of active employer accounts were 26,030 and payroll data submitted by these employers generated a total of 2,101,047 wage items processed by the Wage Record Unit. Field and central office activities produced 8,970 employer status determinations of which 2,640 involved newly liable employer accounts. A total of 1,568 field audits were conducted resulting in a net receipt of $302,752 in under-reported contributions. Net contributions received in FY 83 totaled $57,616,838 and the Fund balance was $17,172,691 as of May 31, 1983.

*Eligibility Review Program:* During the fifth year of operation, the Eligibility Review Program (ERP) provided special assistance eligibility interviews to aid claimants in development of work search plans and the solution of reemployment problems. During FY 1983, 53,589 ERP interviews were conducted.

**LABOR**

The Unemployment Insurance Division's Cost Model Unit through the use of accurate workload projections and with factors developed by the Cost Model Management studies provided a scientific base for fiscal and staff management planning, develop and control which enabled the Division to adjust staff and other resources to changes in workload.

During FY 1983 an Employment Security Automated Program (ESAP) system was implemented. Video terminals have been installed in each local office and the administrative office. The terminals are used to input and retrieve selected data related to unemployment insurance claims. The system is designed to permit an immediate processing of unemployment insurance claims, a more efficient benefit payments system, an improved data storage and retrieval system, and a more efficient utilization of agency staff. The Unemployment Insurance Division in cooperation with the Job Service Division and the Office of Maine CETA has developed a common application form and screening process. This first in the nation project was implemented as a pilot project early in the year and is now fully implemented in all the Department of Labor offices. Only a single form is required for an applicant to obtain the services of the Unemployment Compensation, Job Service, and CETA divisions of the Department. Information from the common application form will also be used to develop a common data base for each claimant.

In FY 1983, the Internal Security Unit became fully operational. The purpose of the unit is to assure that adequate safeguards are maintained in both the tax collections and benefit payments. The Unit will monitor both the automated and manual systems on an ongoing basis and develop strategies to prevent and detect improper use of agency resources.

**Financing the Unemployment System.** Both the benefit costs and administrative costs of the Unemployment Insurance Program are financed through the imposition of a payroll tax on most of the State's employers.

*Unemployment Compensation Fund Status—1982:* The Unemployment Compensation Fund balance was $17,224,186, as of December 31, 1982. Included in this balance was $36,400,000 in federal loans of which $15,412,241 was repaid as of 1982. These loans were advanced to the State during the recession of the mid-1970's to meet the benefit payment needs of Maine's unemployed workers. These loans are now being repaid through automatic increases in federal employer taxes as mandated under the Federal Unemployment Tax Act as well as repayments from fund reserves. It is anticipated that the remaining loan balance of $20,987,759 will be repaid during 1983.

## Maine Department of Labor
## BUREAU OF EMPLOYMENT SECURITY

### Trial Balance as of June 30, 1983

| | | |
|---|---|---|
| Cash Accounts | | |
| Benefit Account | $ 221,743.60 | |
| Clearing Account | $ 146,439.87 | |
| UC. Trust Fund | 10,572,327.26 | |
| Special Administrative Expense Account | 100,000.00 | |
| Accounts Receivable | | |
| Direct Reimbursement Receivable | 276,896.30 | |
| Employer Accounts Receivable | 4,496,923.55 | |
| Benefit Overpayment Receivable | 1,361,960.62 | |
| Interstate Accounts Receivable | 36,561.83 | |
| Office Building Addition Account | 95,339.64 | |
| Federal Share of Extended Benefits Receivable | | |
| Federal Share of FSC Benefits Receivable | | |
| Federal Share of FECA Benefits Receivable | | |
| Federal Advance UCX, SUA, PSE Receivable | | |
| Court Fines Receivable | 7,105.00 | |
| Liabilities | | |
| Federal Share of Extended Benefits Advanced | | 88,770.84 |
| Federal Share of FSC Benefits Advanced | | 68,932.34 |
| Federal Share of FECA Benefits Advanced | | 17,140.32 |
| Federal Share of UCX, SUA, PSE Benefits Advanced | | 43,824.28 |
| Federal Share of FSB Benefits Advanced | | 2,341.30 |
| Title IX Distribution Fund Withdrawn | | 95,339.64 |
| Federal Advance UI Trust Fund | | 5,479,095.51 |
| Revenue Accounts | | |
| Title IX Distribution Funds | | 546,709.63 |
| Interest Earned on U.C. Trust Funds | | 35,261,756.03 |
| Federal Share of Extended Benefits Earned | | 39,542,880.34 |
| Direct Reimbursement Received | | 18,303,361.74 |
| Payroll Penalties Received | | 614,824.74 |
| Contribution Penalties Received | | 910,632.06 |
| Interest Penalties Received | | 904,953.47 |
| Court Fines Received | | 27,484.56 |
| Anonymous Refunds | | 1,042.00 |
| Contributions Received Prior to 1982 | | 700,092,596.22 |
| Contributions Received 1982 | | 61,133,302.10 |
| Contributions Received 1983 | | 30,246,415.65 |
| FUTA Tax Credits—U.I. Trust Fund Received | | 30,921,605.94 |
| Disbursements | | |
| Benefits Paid—All Prior Years | 771,530,297.83 | |
| Benefits Paid Current Year | 42,119,542.91 | |
| Extended Benefits Paid—All Prior Years | 76,699,502.59 | |
| Extended Benefits Paid—Current Year | 5,802,417.21 | |
| Direct Reimbursement Paid Prior Year | 17,903,711.97 | |
| Direct Reimbursement Paid Current Year | 1,801,670.85 | |
| Extended Benefits Paid Direct Reimbursement—Prior Year | 583,811.00 | |
| Extended Benefits Paid Direct Reimbursement—Current Year | | |
| Other Disbursements | 614,362.69 | |
| Maine Wage Assurance Fund | 111,921.29 | |
| Unrealized Accounts Receivable | | |
| Dishonored Checks | | 30,918.88 |
| Delinquent Contributions Receivable | | 3,013,700.22 |
| Interest Penalties Receivable | | 176,214.38 |
| Payroll Penalties Receivable | | 80,156.97 |
| Contribution & Direct Reimb. Penalties Rec. | | 92,920.75 |
| Doubtful Accounts Receivable | | 550.22 |
| Direct Reimbursement Receivable | | 276,896.30 |
| Bankruptcies—Receivership | | 1,102,462.13 |
| Benefit Overpayments Unrealized | | 1,361,960.62 |
| Interstate Payments Unrealized | | 36,561.83 |
| Court Fines Unrealized | | 7,105.00 |
| | $930,482,536.01 | $930,482,536.01 |

Balance of Unemployment Compensation Fund as of June 30, 1983 is $10,966,397.95.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $7,658,356 in FY 83 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1983.

# MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

**MARVIN W. EWING, CHAIRMAN**
**WILLIAM A. PEABODY, Division Director, Research & Statistics**

*Central Office:* State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
*Mail Address:* Statehouse Sta. #45, Augusta, Maine 04333
*Established:* 1965 *Sunset Review Required by:* June 30, 1987
*Reference: Policy Area:* 04; *Umbrella:* 12; *Unit:* 182; *Citation:* 26 M.R.S.A., Sect. 1307
*Average Count—All Positions:* 1 *Legislative Count:* 1

**PURPOSE:** The Bureau of Labor Standards was delegated by law, and the Research and Statistics Division was assigned the responsibility of collecting wage data from construction firms of five or more employees. The data collected is used to predetermine the minimum wage rate for construction occupations on State projects. These wages are then inserted in the specifications for each construction project awarded by a State agency and containing $10,000 or more of State money. Any person objecting to the minimum wage established may appeal to the Board by filing a written notice within ten days of the date that the wage determination was filed. The purpose of the Board is to hear the appeal and to render a decision whether to affirm, revise, or amend the determination as filed by the Director of the Bureau of Labor Standards.

**ORGANIZATION:** The Minimum Wage Rate on Construction Projects Board consists of 5 members, 4 of whom are appointed by the Governor, to serve at the will and pleasure of the Governor. The Governor, in making his appointments, must name one from labor engaged in the building trades, one from labor engaged in the highway and heavy construction trades, one from the highway and heavy contractors, one from the building contractors and the Director of the Bureau of Labor Standards serves as a public member. The term of each member shall be for a period of 4 years. The members of the board serve without compensation.

**PROGRAM:** The statistics for FY 83 are as follows:

| | |
|---|---|
| Wage Determinations | 172 |
| Appeals Heard | 0 |
| Wage Investigations | 5 |
| Workers Involved | 17 |
| Wages Recovered | 2,147.03 |

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

# LAND CLASSIFICATION APPEALS BOARD

**KENNETH L. CROSS, CHAIRMAN**

*Incoming WATS:* 1-800-452-1924
*Central Office:* State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
*Mail Address:* Statehouse Sta. #24, Augusta, Maine 04333

*Established:* 1977 *Sunset Termination Scheduled to Start by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 94; *Unit:* 323; *Citation:* 36 M.R.S.A. Sect 841B

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Land Classification Appeals Board was established to hear appeals on decisions of municipal tax assessors, chief assessors, and the State Tax Assessor acting as assessor of the Unorganized Territory relating to the Tree Growth Tax Law, Farm and Open Space Tax Law or Forest Fire Suppression Tax Law.

The board has the authority to review, hold hearings and amend or reaffirm appealed assessments on forest land, farmland, or open space land following written notice by an aggrieved taxpayer. Board decisions may be appealed to the Superior Court.

**ORGANIZATION:** The Land Classification Appeals Board was established in 1977 and is comprised of the following: the Commissioner of Finance and Administration or his designee, who shall serve as chairman of the board; the Commissioner of Conservation or his designee; the Commissioner of Agriculture or his designee; the person who, pursuant to Section 584, are currently serving on the Forest Land Valuation Advisory Council as the landowner member and the municipal member.

This board has replaced the Forestry Appeals Board.

**PROGRAM:** The Board was formally organized in FY 78, and has reviewed four (4) cases during FY 83.

**FINANCES, FISCAL YEAR 1983:** 36 MRSA Section 841B provides that expenditures of this unit, which amounted to $600 in FY 83, shall be borne by the Bureau of Taxation and is, therefore, included in its financial display.

# FOREST LAND VALUATION ADVISORY COUNCIL

**PERRY LAMB, CHAIRMAN**
**GEORGE A. MAYO, Director, Property Tax Division**

*Central Office:* State Office Bldg., *Floor:* 5 *Telephone:* 289-2011
*Mail Address:* Statehouse Sta. #24, Augusta, Maine 04333

*Established:* 1973 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 92; *Unit:* 338; *Citation:* 36 M.R.S.A., Sect. 584

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose of the Forest Land Valuation Advisory Council is to render information and advice to the State Tax Assessor concerning the Administration of the Maine Tree Growth Tax Law.

**ORGANIZATION:** The Forest Land Valuation Advisory Council consists of the Director of the Maine Forest Service ex officio and 3 members serving staggered 4 year terms, one being a municipal officer, one a forest land owner and one from the general public with a background in economics.

**PROGRAM:** The major goal of the Council is to take an active role in advising the State Tax Assessor of the concerns of both public and private interests in forest land.

**FINANCES, FISCAL YEAR 1983:** 36, MRSA, Sections 584 and 841-B provides that expenditures of this unit shall be borne by the Bureau of Taxation.

# LEGISLATURE

## GERARD P. CONLEY, PRESIDENT OF THE SENATE
## JOHN L. MARTIN, SPEAKER OF THE HOUSE

*Central Office:* Statehouse, Augusta; *Floor:* 3 *Telephone:* Senate 289-3604
*Mail Address:* Statehouse Sta. #5, Augusta, Maine 04333 House 289-3384

*Established:* 1820

*Reference: Policy Area:* 00; *Umbrella:* 30; *Unit:* 260; *Citation:* Maine Constitution, Article IV

*Average Count—All Positions:* 39 (non-session), 105 (during session)

*Legislative Count:* 49

*Organizational Units:*
Senate
House of Representatives
Legislative Council
(Office of) Legislative Administrative Director
(Office of) Director of Legislative Research
(Office of) Legislative Finance Officer
(Office of) Legislative Assistants
Law and Legislative Reference Library

**PURPOSE:** "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

Maine Constitution, Article IV,
Part Third, Section 1

**ORGANIZATION:** The present organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by the legislative rules. At present, the Senate consists of 33 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom is elected from a single member district. The Legislature is organized into 19 Joint Standing Committees by joint rule, and is also organized into a number of select committees. Current Joint Standing Committees are: Agriculture, Appropriations and Financial Affairs, Audit and Program Review, Business Legislation, Education, Election Laws, Energy and Natural Resources, Fisheries and Wildlife, Health and Institutional Services, Judiciary, Labor, Legal Affairs, Local and County Government, Marine Resources, Public Utilities, State Government, Taxation, Transportation, and Aging, Veterans, and Retirement.

**PROGRAM:** The 111th Legislature met in the first regular session from December 1, 1982 to June 24, 1983.

During this session the Legislature considered 447 legislative documents, including bills, resolves, constitutional resolutions, new drafts and initiated bills. Among these were bills on subjects such as hazardous waste, budgetary matters, crime, bond issues, human services programs, transportation programs, sunset review of various agencies and various housekeeping measures. The Legislature also considered 365 proposed amendments to various legislative documents. Five hundred and forty-eight joint orders and resolutions were introduced during the session.

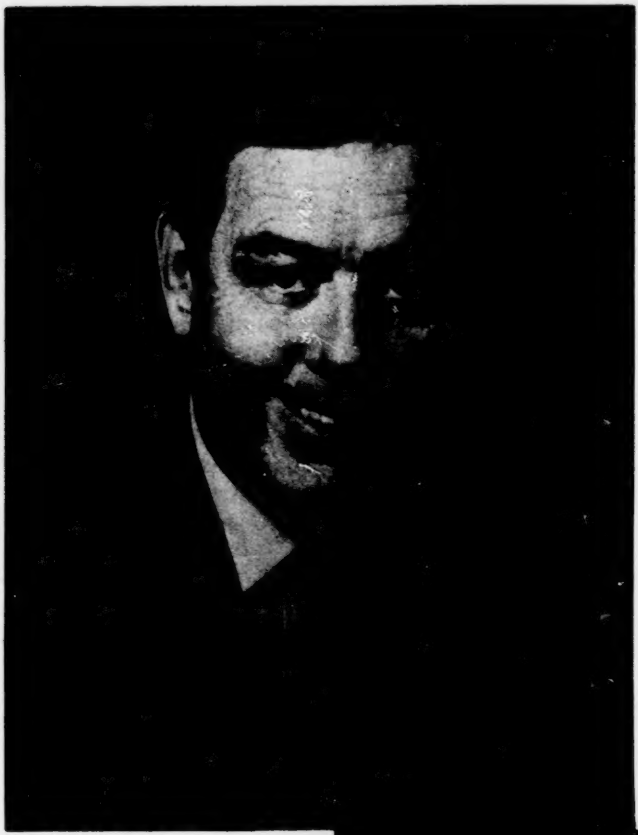
The second regular session enacted 181 public laws, 37 private and special laws, 29 resolves and 3 constitutional resolutions.

**PUBLICATIONS:**

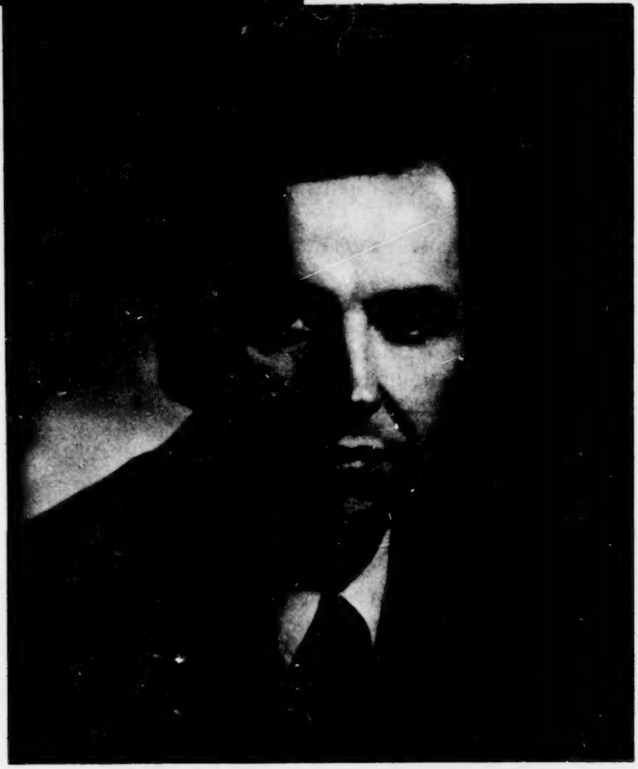
**Legislature, State of Maine: Senate and House Registers.**

Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

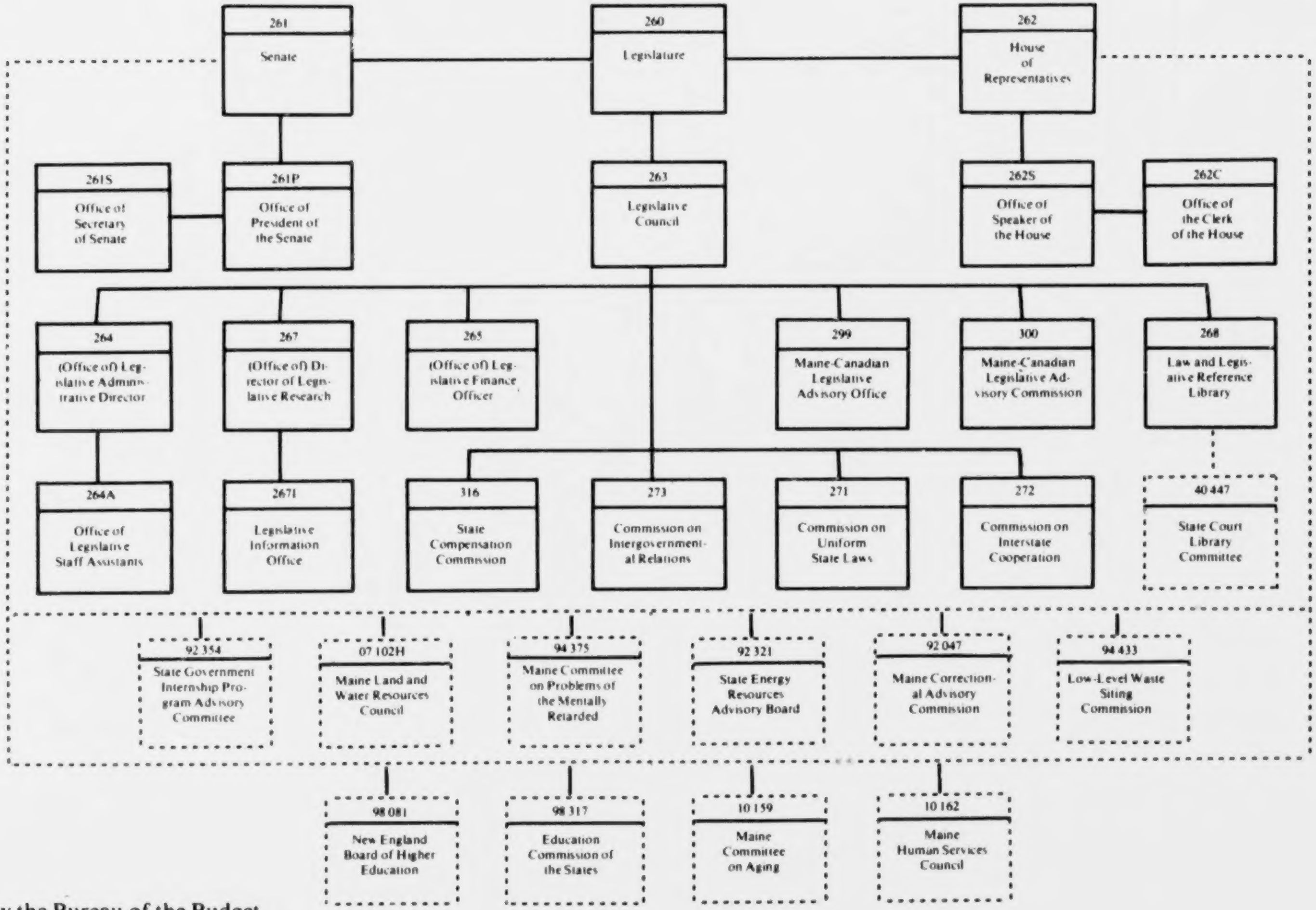


**Gerard P. Conley**
*President of the Senate*



**John Martin**
*Speaker of the House*
*of Representatives*

## ORGANIZATIONAL CHART
## LEGISLATIVE DEPARTMENT
## UMB 30


261
Senate
260
Legislature
262
House of Representatives
261S
Office of Secretary of Senate
261P
Office of President of the Senate
263
Legislative Council
262S
Office of Speaker of the House
262C
Office of the Clerk of the House
264
(Office of) Legislative Administrative Director
267
(Office of) Director of Legislative Research
265
(Office of) Legislative Finance Officer
299
Maine-Canadian Legislative Advisory Office
300
Maine-Canadian Legislative Advisory Commission
268
Law and Legislative Reference Library
264A
Office of Legislative Staff Assistants
2671
Legislative Information Office
316
State Compensation Commission
273
Commission on Intergovernmental Relations
271
Commission on Uniform State Laws
272
Commission on Interstate Cooperation
40 447
State Court Library Committee
92 354
State Government Internship Program Advisory Committee
07 102H
Maine Land and Water Resources Council
94 375
Maine Committee on Problems of the Mentally Retarded
92 321
State Energy Resources Advisory Board
92 047
Maine Correctional Advisory Commission
94 433
Low-Level Waste Siting Commission
98 081
New England Board of Higher Education
98 317
Education Commission of the States
10 159
Maine Committee on Aging
10 162
Maine Human Services Council

Approved by the Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## LEGISLATIVE DEPARTMENT

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,090,075 | 3,083,418 | | | 6,657 | |
| Health Benefits | 128,901 | 128,308 | | | 593 | |
| Retirement | 428,546 | 427,472 | | | 1,074 | |
| Other Fringe Benefits | 9,204 | 9,164 | | | 40 | |
| Other Contractual Service | 2,771,526 | 2,717,257 | 53,174 | | 1,095 | |
| Rents | 54,745 | 54,686 | | | 59 | |
| Commodities | 134,761 | 132,264 | 511 | | 1,986 | |
| Grants—Subsidies—Pensions | 118,478 | 118,478 | | | | |
| Equipment | 17,683 | 17,683 | | | | |
| Transfers to Other Funds | 3,398 | | 2,315 | | 1,083 | |
| **TOTAL EXPENDITURES** | 6,765,566 | 6,696,979 | 56,000 | | 12,587 | |

# SENATE

## GERARD P. CONLEY, PRESIDENT OF THE SENATE

**JOY J. O'BRIEN, Secretary of the Senate**

*Central Office:* Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-3601
*Incoming WATS—SESSION ONLY*—1-800-452-4601
*Mail Address:* Statehouse Sta. #3, Augusta, Maine 04333

*Established:* 1820 *Statutory Authority:* Maine Constitution, Article IV, Part Second

*Reference: Policy Area:* 00; *Umbrella:* 30; *Unit:* 261; *Citation:* Maine Constit., Art. IV, Part Sec.

*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor.

Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue; it may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce a new bill for the raising of revenue.

Under Article IV, Part Second, Section 7, the Senate is empowered to try all impeachments.

The Senate is the sole judge of the qualifications of its members; it maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its own proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the Voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval and formerly confirmed by the Executive Council.

**ORGANIZATION:** The Senate as a Constitutional body, has remained constant in its form of organization since its establishment in 1820.

As defined under Article IV, Part Second, Section 1 of the Constitution, the Senate shall consist of an odd number of Senators not less than 31 and not more than 35. Each Senator is elected for a term of two years, with no limitation placed on the number of terms he or she may serve. A Senator must be a citizen of Maine for at least one year and must be a resident of the district for at least 3 months prior to his election; he must be at least 25 years of age at the time of election; and he must continue to reside within the district during his term.

The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. As a result of the 1983 Reapportionment Plan, passed by the Senate on March 30, 1983 and signed by the Governor on March 31, 1983, the Senate to be elected in 1984 shall consist of 35 members, each representing districts of approximately 32,000 citizens each.

The Senate elects a President, who presides over all its proceedings; a Secretary, who serves as chief administrative officer, and an Assistant Secretary. The two major political parties in the Senate each elect their own leaders and assistant leaders, who, by statute (3 M.R.S.A., Section 168) are permitted to hire their own staff assistants.

**PROGRAM:** The Senate convened for its First Regular Session of the 111th Legislature on Wednesday, December 1, 1982. During its first regular session, which adjourned on June 24, 1983 within its statutory limit of 100 legislative days, the Senate considered 1,778 Legislative Documents, 14 Constitutional Amendments, 1 Initiated Bill, and 44 Senate-sponsored Joint Orders. In addition, it considered and confirmed 27 gubernatorial appointments to various Boards and Commissions.

The First Special Senate Confirmation Session was held on August 4, 1983 for the purpose of acting upon various Joint Standing Committee recommendations on guberantorial nominations, including appointments to the Maine Labor Relations Board, the Board of Trustees of the University of Maine, the State Board of Education, and the Maine Harness Racing Commission. Of particular interest and historical import, the nomination of Caroline Glassman of Portland to the Maine Supreme Judicial Court was unanimously confirmed.

The First Special Session of the 111th Legislature was held, according to Executive Order, on September 6th, 1983 for the purpose of acting upon Emergency measures submitted by the Honorable Joseph E. Brennan, Governor of Maine. Among those proposals acted upon were three Bond Issues, requiring a two-thirds vote of the Legislature in order to be placed upon the November 1983 ballot for approval by the voters of Maine.

The Senate once again convened for a Second Special Confirmation Session on September 23, 1983 to vote upon the recommendations of various Joint Standing Committees on gubernatorial nominations. Included among the nomination considered and confirmed were appointments to the Maine Health Care Finance Commission and the appointment of the Chief Executive Officer of the Finance Authority of Maine, both newly established by the Public Laws of 1983. Other nominations included the appointment of the Commissioner of the Department of Education and Cultural Services, and general membership appointments to the Land Use Regulation Commission, the Board of Trustees of the University of Maine, the State Board of Education, and the Board of Trustees of the Maine Maritime Academy.

**PUBLICATIONS:**

Senate Advance Journal and Calender (Available daily whenever the Senate is in session, free of charge.)

Legislative Public Hearing Schedule (Available weekly during regular sessions, free of charge.)

Legislative Record (Horseblanket); (A complete record of legislative action, including debates, available free of charge.)

Senate and House Register (Published biennially; lists all legislators and their addresses; Senate, House and Joint Rules; Committees; Staff; Press; and includes the Constitution of Maine. Available free of charge.)

Maine State House and Maine Senate Chamber (Available free of charge.)

"How a Bill Becomes a Law" (Available free of charge—printed in conjunction with the League of Women Voters.)

"This is Your Legislature" (Available free of charge—printed in conjunction with the League of Women Voters.)

*Presidents of the Senate of Maine from 1820* (Mundy—$12.00 and $6.00, plus postage.)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

## HOUSE OF REPRESENTATIVES

**JOHN L. MARTIN, SPEAKER OF THE HOUSE**
**EDWIN H. PERT, Clerk of the House**

*Central Office:* Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-2866
*Mail Address:* Statehouse Sta. #2, Augusta, Maine 04333

*Established:* 1820 *Statutory Authority:* Maine Constitution, Article IV, Part First

*Reference: Policy Area:* 00; *Umbrella:* 30; *Unit:* 262; *Citation:* Maine Constit., Art. IV, Part First

*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue, and, by Article IV, Part First, Section 8 of the Maine Constitution, has the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

**ORGANIZATION:** The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from single member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to his election, have been a resident of Maine for at least one year, have been a resident of his election district for 3 months prior to the election and continue to be a resident of that district during his term and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1974, the Supreme Judicial Court reapportioned the Legislature.

The House elects a Speaker, who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

## LEGISLATIVE COUNCIL

**SEN. CHARLES P. PRAY, CHAIRMAN**
**REP. ELIZABETH H. MITCHELL, Vice Chairman**

*Central Office:* Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-2491
*Mail Address:* Statehouse Sta. #5, Augusta, Maine 04333

*Established:* 1973

*Reference: Policy Area:* 00; *Umbrella:* 30; *Unit:* 263; *Citation:* 3 M.R.S.A., Sect. 161

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The powers and duties of the Legislative Council are currently set out in 3 M.R.S.A., §162, and in Joint Rules of the 111th Legislature 14, 18, 21, 24, 26, 27, 35, 35A and 39. These powers and duties are summarized as follows: to approve and prepare all legislative budgets; to establish salary schedules; to administer the assignment of work to the Legislative committees when the Legislature is not in session; to administer oaths, issue subpoenas, compel the attendance of witnesses, and other supportive functions for the Superior Court relative to civil actions; to perform management functions for the Legislative Department (for example to assess means of improvement, select critical staff positions, establish operating policies, exercise financial control, provide for appropriate facilities, etc.); and to serve as the intergovernmental coordinating agency on behalf of the Legislature. The Council furthermore performs any such duties that may be assigned to it by the Legislature.

**ORGANIZATION:** The Legislative Council, established in 1973, consists of 10 members, 5 of whom are Senators and 5 of whom are Representatives. The 5 Senate members include the President of the Senate, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The 5 Representatives are the Speaker of the House, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The Council Chairman and Vice-Chairman are elected by the Legislative Council.

**PROGRAM:** During the fiscal year ending June 30, 1982, the Legislative Council held 26 formal meetings. The Council's work includes approval of after deadline legislation; acceptance and referral of study reports by joint standing and select committees; approval or disapproval of committee per diem and travel requests; coordination of the efforts of the various legislative staff agencies; and monitoring of the State's revenues and expenditures.

**PUBLICATIONS:** See entries under each individual legislative staff agency report.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| LEGISLATIVE COUNCIL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,596,290 | 2,589,633 | | | 6,657 | |
| Health Benefits | 116,075 | 115,482 | | | 593 | |
| Retirement | 348,664 | 347,590 | | | 1,074 | |
| Other Fringe Benefits | 6,575 | 6,535 | | | 40 | |
| Computer Services—State | 8,249 | 8,249 | | | | |
| Other Contractual Service | 2,374,063 | 2,319,794 | 53,174 | | 1,095 | |
| Rents | 53,487 | 53,428 | | | 59 | |
| Commodities | 82,187 | 79,690 | 511 | | 1,986 | |
| Grants—Subsidies—Pensions | 56,400 | 56,400 | | | | |
| Equipment | 13,902 | 13,902 | | | | |
| Transfers to Other Funds | 3,398 | | 2,315 | | 1,083 | |
| **TOTAL EXPENDITURES** | 5,659,290 | 5,590,703 | 56,000 | | 12,587 | |

# (OFFICE OF) LEGISLATIVE ADMINISTRATIVE DIRECTOR

## SARAH C. DIAMOND, LEGISLATIVE ADMINISTRATIVE DIRECTOR

*Central Office:* Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2491
*Mail Address:* Statehouse Sta. #5, Augusta, Maine 04333

*Established:* 1973

*Reference: Policy Area:* 00; *Umbrella:* 30; *Unit:* 264; *Citation:* 3 M.R.S.A., Sect. 162

*Average Count—All Positions:* 2 *Legislative Count:* 2

**PURPOSE:** The duties and responsibilities of the Legislative Administrative Director as set out in 3 MRSA §163 are to:

1. Act as executive officer of the Legislature when it is not in session and unless the Legislature shall otherwise order; with the cooperation of the Secretary of the Senate and the Clerk of the House of Representatives have custody of all legislative property and material, arrange for necessary supplies and equipment through the State Bureau of Purchases; arrange for necessary services; make all arrangements for incoming sessions of the Legislature; have general oversight of chambers and rooms occupied by the Legislature and permit State departments to use legislative property; with the approval of the President of the Senate and the Speaker of the House, dispose of surplus or obsolete material through the continuing property records section of the Bureau of Public Improvements; approve accounts and vouchers for payment and maintain a perpetual inventory of all legislative property under the supervision of the Legislative Council and make an accounting thereof to the Legislature upon its request.
2. Coordinate, subject to the control of the council, the activities of the offices of the Coordinator of the Office of Legislative Assistants, Director of Legislative Research, the Legislative Finance Officer, the Constituent Service Officer, the State Law Librarian, the Senate Secretary, the House Clerk and such other legislative agencies and offices as may be created by the Legislature.

3. Act as a vehicle through which the several agencies, departments and offices of the Legislature may report to the council their budget requests, personnel and supply requirements and to assist the council in the orderly disposition of these requests.
4. Be responsible for implementing policy resulting from decisions of the council.
5. Prepare reports that are required of the council and maintain minutes of the regular meetings of the council.
6. Appoint staff assistants to the Legislature, with the consent of the council who shall be chosen without reference to party affiliations and solely on the basis of fitness to perform the duties to be assigned to them.
7. Undertake such other duties as are assigned by the council.

**ORGANIZATION:** The position of Legislative Administrative Director was established by chapter 590 of the Public Laws of 1973.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

# (OFFICE OF) LEGISLATIVE STAFF ASSISTANTS

## HELEN T. GINDER, COORDINATOR

*Central Office:* Statehouse, Augusta; *Floor:* 1 *Telephone:* 289-2486
*Mail Address:* Statehouse Sta. #13, Augusta, Maine 04333

*Established:* January, 1973

*Reference: Policy Area:* 00; *Umbrella:* 30; *Unit:* 264A; *Citation:* 3 M.R.S.A., Sect. 166

*Average Count—All Positions:* 17 *Legislative Count:* 17

**PURPOSE:** The Office of Legislative Assistants provides to the Legislature, research, analysis and support services on legislation and related topics of interest.

During Regular and Special Sessions, the staff of the Office write bills for introduction, assist Joint Standing Committees in the process of public hearings and analyses of bills and prepare research documents and amendments, including new drafts. While working with the Committees, the Legislative Assistants' work is directed by the Chairmen, who may request more than one version of amendments to bills to reflect their position or that of other members of the Committee. Assistants also assist the Committees and individual legislators in following their bills through the legislative process, including preparing amendments at the committee and floor stage, gathering further information and monitoring the effect of enacted legislation.

When the Legislature is not in session, the Office continues work on research topics suggested by the Committee Chairmen, or individual members, and on legislation which is carried over to the next session. They also provide the staff support for studies which have been approved and funded by the Legislative Council; this work involves organization of meetings, and other administrative tasks, research of the topic, and preparation of reports and any related legislation. The revision of portions of the statutes is frequently an interim-period task.

The Office of Legislative Assistants also provides research assistance to individual legislators and answers questions from the Legislature, executive agencies, the public and the press about previous legislation, studies and reports. It also provides research support to the Legislative Council and assists them in writing rules and administrative policy directives. The Office is responsible for administering grants which have been awarded to the Legislature.

Finally, the Office provides educational programs for legislators, offering additional or expert information on the legislative process or subjects of particular concern because of pending legislation or their importance to the State.

**ORGANIZATION:** The Office of Legislative Assistants was established in January, 1973 by a policy directive of the Legislative Council in order to provide non-partisan year-round legislative assistance to the Legislature and is responsible to the Legislative Council and the Legislative Administrative Director. The Legislative Council appointed the Coordinator of Legislative Assistants who supervises and assigns staff to Committees and studies; appoints authorized applicants to staff positions with the approval of the Legislative Council and hires clerical employees, in addition to regular session and interim work.

The Office operates on a non-partisan, permanent basis and the Coordinator and Assistants are appointed without reference to party affiliation. The Coordinator and 6 Assistants are attorneys. The other 7 have various advanced degrees. Their diverse educational backgrounds and experience in areas of government, business, education and science help provide a broad range of knowledge and resources to the Legislature.

The assistants have been authorized by PL 1981, c. 524, to provide staff assistance to Legislative Committees undertaking review of administrative agency rules. This assistance will include review of rules according to the criteria in the Act, participating in public hearings, writing reports and drafting any necessary legislation. A research Assistant joined the Office to assist the staff in their assignments outlined in a National Science Foundation grant, awarded to the Legislature in 1980 for 3 years, to investigate and evaluate the Legislature's need for and use of scientific, technical and engineering information.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Legislative Council.

## (OFFICE OF) LEGISLATIVE FINANCE OFFICER

**RONALD H. LORD, LEGISLATIVE FINANCE OFFICER**
**BENT SCHLOSSER, Assistant Legislative Finance Officer**

*Central Office:* Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2491
*Mail Address:* Statehouse Sta. #5, Augusta, Maine 04333

*Established:* 1962

*Reference: Policy Area:* 00; *Umbrella:* 30; *Unit:* 265; *Citation:* 3 M.R.S.A., Sect. 162 and Sect. 167

*Average Count—All Positions:* 9 *Legislative Count:* 10

**PURPOSE:** The Office of Legislative Finance collects, researches and analyzes both fiscal and program information related to the finances and operation of state government. To this end, the Office examines revenues and expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation, and analyzes appropriations requests. The Office also aids the Legislative Council in helping the Legislature or any committee of the Legislature to make independent determinations on fiscal matters.

The Office of Legislative Finance also provides staff support for the Joint Legislative Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Audit and Program Review for the Maine Sunset Act; the Joint Standing Committee on Transportaion; and other legislative committees as information is required.

**ORGANIZATION:** The position of Legislative Finance Officer was first established in 1962 by PL 1961, c. 411. He was then, as now, a non-partisan appointee whose appointment depended entirely on fitness to serve. The duties were essentially the same as they are at present, except that the Officer was directed to assist the Legislative Research Committee, instead of the Legislative Council which later succeeded it, in enabling the Legislature to form an independent judgment in financial matters.

Later statutes provided for a 7-year term for the Legislative Finance Officer, appointment of an Assistant Legislative Finance Officer, subject to the approval of the Legislative Council, and made the Legislative Finance Officer responsible to the Legislative Council for the performance of his duties.

In 1977, the Legislature authorized additional staff to provide for an audit and program review capability within the Legislative Finance Office.

In 1981, the Legislative Council authorized one additional staff to provide financial assistance to the Committee on Transportation.

In 1983, the Legislature changed the term of appointment for all legislative directors to include the Finance and Assistant Finance Officer. The present term of appointment is 3 years.

In addition to the Legislative Finance Officer and the Assistant Legislative Finance Officer, the Office of Legislative Finance also employs 2 budget analysts, 3 program analysts, and 2 secretaries.

**PROGRAM:** During FY 1983, the Office of Legislative Finance assisted the Joint Standing Committee on Appropriations, Audit and Program Review, Transportation, and others and the Legislative Council in completing several studies on financial policy and budget matters. In addition, the Legislative Finance Office continued the annual publication of its Compendium of State Fiscal Information and report for the Joint Standing Committee on Audit and Program Review.

During the first regular session of the 111th Legislature, the Legislative Finance Office performed 5 main functions: Firstly, the Office conducted a careful review of the financial impact upon state revenues and expenditures of every piece of proposed legislation. Secondly, the Office provided to the Legislature and to the Joint Standing Committee on Appropriations and Financial Affairs carefully evaluated estimates of present and expected expenditures. Thirdly, the Office oversaw the initial preparation of many of the appropriations bills submitted for introduction into those sessions. This financial review of proposed legislation was manifested in the fiscal notes attached to bills receiving a favorable report from the Committee, in the testimony provided by the Legislative Finance Office before Joint Standing Committee of the Legislature and the budgetary expertise and advice rendered to the Appropriations Committee while that committee was formulating proposed legislative appropriations for the current biennium. The provisions of estimates of revenues and expenditures was a continuing service provided to the Legislature and to the Appropriations Committee enabling them to properly evaluate the financial policy of the State. The effort put into drafting appropriations bills was evident not only in many of the original bills submitted for introduction, but also in the numerous amendments to those bills and in the committee new drafts of appropriations bills which were reported out of the Appropriations Committee. Fourthly, provided financial assistance to the Committee on Transportation to improve their understanding and makeup of the Department of Transportation's budget. And fifthly, the Office provided research assistance and drafted reports and legislation for the Joint Standing Committee on Audit and Program Review. During FY 83, the Committee evaluated and developed recommendations and accompanying legislation related to Sunset Review of the Department of Mental Health and Corrections and 17 independent agencies. The Committee continued its ongoing Sunset work by beginning its review of the Departments of Conservation and Inland Fisheries and Wildlife and other independent agencies.

**PUBLICATIONS:**

Compendium of Fiscal Information: Publication #14, Dec. 1982. (Free, available on request)

A Report of the Joint Standing Committee on Audit and Program Review. Sunset Reviews of Group B-2 Departments and Independent Agencies. (Free, available on request)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

# (OFFICE OF)
# DIRECTOR OF LEGISLATIVE RESEARCH

**DAVID S. SILSBY, DIRECTOR**
**BRIAN K. BLAISDELL, Assistant Director**

*Central Office:* Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2101
*Mail Address:* Statehouse Sta. #7, Augusta, Maine 04333

*Established:* 1947

*Reference: Policy Area:* 00; *Umbrella:* 30; *Unit:* 267; *Citation:* 3 M.R.S.A., Sect. 162

*Average Count—All Positions:* 12 *Legislative Count:* 13

*Organizational Units:*
Office of Legislative Information

**PURPOSE:** Many of the responsibilities of the Director of Legislative Research are set out by statute in Title 3, section 164 of the Maine Revised Statutes Annotated.

In addition to these statutory duties, the Director serves, under the authority of the Joint Rules of the Legislature, as a final processing point for all legislation before it is introduced into the Legislature, and as clerk of the Standing Committee on Bills in the Second Reading for both the House and the Senate, a duty which involves examining and correcting all legislation on matters of form prior to engrossment in either House.

The Director of Legislative Research, working with the Office of Legislative Information and with the Legislative Indexer, has developed a computerized system for bill drafting, which has resulted in faster and more accurate disseminationaccurate dissemination of information on the Legislative process and on Legislative enactment. The Legislative Information Office also maintains computerized bill status system, a system which tracks each piece of legislation from its introduction into the Legislature to its final disposition. In addition, the Legislative Indexer both provides a consistent series of indexes for session enactments and for the Legislative Record, and maintains the Title and Section program which eliminates duplication and costly conflicts in pending legislation.

**ORGANIZATION:** The Legislature created the (Office of) Director of Legislative Research in 1947 (P.L. 1947, c. 392, sec. 25, VII and section 26), when it combined the Office of Revisor of Statutes, created under P.L. 1931, c. 210, with the function of administrator for the Legislative Research Committee, which was an outgrowth of the Tompkins Investigating Committee of the early 1940's. The Director, appointed by the Legislative Research Committee, was chosen "without reference to party affiliations," and was originally appointed to a 6-year term.

In 1957 the Director was authorized to appoint, with the approval of the Legislative Research Committee, an assistant director, technical assistants, and, subject to the Personnel Law, clerical assistants (PL 1957, c. 397). All personnel in the Legislative branch have since been removed from the Personnel Law.

In 1973, with the establishment of the Legislative Council and the abolition of the Legislative Research Committee (PL 1973, c. 590), the Director of Legislative Research was required to be appointed by the Legislative Council and to be responsible to it. Both the director and assistant director are now appointed to 3-year terms (PL 1983, c. 2).

In 1975 the Legislative Council established the Office of Legislative Information under the Office of Legislative Research and further authorized the creation of the position of Legislative Indexer, whose function was to consolidate as far as possible the 9 separate indexes being kept by various legislative offices into a single index, parts of which could be used for various purposes.

In 1977, the Legislative Council, responding to a study of legislative procedures and modernization, authorized hiring an additional attorney to help the office cope with the increasing number of bills requiring drafting and processing.

**PROGRAM:** During fiscal year 1983, the Office of Director of Legislative Research continued to serve five main functions: acting as a control point for the introduction and form of legislation, bill drafting, compilation of the Errors Bill, revising and publishing the statutes and supervising computerization of the legislative process.

**Publishing.** During the interim between legislative sessions, the office devoted the majority of its efforts to publishing newly-enacted statutes, to revising the master setup of the Maine statutes maintained in the office and to placing the full text of the Maine Statutes in the office's computer data base. Now, any section of the statutes can be called up on to a terminal screen for drafting purposes. During the summer of 1983, the office published the soft bound edition of the Acts and Resolves of the First Regular Session of the 111th Legislature, and distributed approximately 6,500 copies of it to legislators, government agencies, and the public. During fiscal year 1982-83, the office assisted the commercial publisher of the Maine Revised Statutes by providing material for the supplementary pamphlets and pocket parts for 1982-83; by providing material for and checking the republication of several volumes of the statutes; and by providing material during the First Regular Session of the 111th Legislature for the Maine Legislative Service. The office also continued preparation for commercial republication of other volumes of the Maine Revised Statutes.

**Status.** Also during this fiscal year, the Legislative Research Office, working through its Office of Legislative Information, continued to develop and maintain the legislative bill status system. During the First Regular Session, the Office of Legislative Information used this status system to provide current information on all bills introduced into the First Regular Session of the 111th Legislature, including indexes of all introduced legislation by subject, committee of reference, sponsor, and legislative document number.

**Information.** The Legislative Information Office handled a large volume of in-person and telephone queries from legislators, the press and the public about legislation introduced and enacted during recent legislative session, and published 1,000 copies of the *History and Disposition of Legislative Documents and Papers of the 110th Legislature, Second Regular Session* and 1,000 copies of the *History and Disposition of Legislative Documents and Papers of the 111th Legislature, Second Regular Session.* This publication is a pamphlet, printed from a computerized readout, of the final status of all legislation introduced into the First Regular session, indexed by subject, and includes pertinent legislative history about that legislation.

In looking to the future, it is the hope of the Director that a more timely approach can be developed for processing the legislative programs of the various departments and agencies, and the office intends to work with all branches of State Government in bringing this about.

Two long-range goals of the Legislative Research Office remain: first, to establish computer enhancements within the limits of available funds which will increase the speed, efficiency and accuracy of the legislative drafting process and which will aid in continuous statutory revision, and second, to revise, either on a volume by volume basis or by a bulk revision, the entire set of the Maine Revised Statutes. In either case a revision in whole or in part will not only enable legislative changes to be more clearly understood but will reinstitute the systematic updating of the State's statutory reporting system.

**PUBLICATIONS:** 1983

1. *1983 Maine Revised Statutes Annotated*—Consisting of 27 volumes of text resulting from the tenth revision in 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials in accordance with 3 MRSA 173 and distributed through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. *Public Laws and Constitutional Resolutions as enacted by the One Hundred and Eleventh Legislature* of the State of Maine at the first regular session, December 1, 1982 to June 24, 1983. Contains a subject index.

(Limited publication available in the fall of 1982 without charge from the Office of Legislative Research.)

3. *Legislative Documents and Papers of the 111th Legislature*, first regular session, History and Final Disposition. Compiled and made available by the Legislative Information Office.

(Limited publication available in the fall of 1983 without charge from the Legislative Information Office.)

4. *State of Maine Manual for Legislative Drafting* August 1980. (Limited publication available while supplies last from the Office of Legislative Research or on loan from the Legislative Reference Library).

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| (OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 324,762 | 324,762 | | | | |
| Health Benefits | 7,699 | 7,699 | | | | |
| Retirement | 53,328 | 53,328 | | | | |
| Other Fringe Benefits | 1,731 | 1,731 | | | | |
| Other Contractual Service | 334,610 | 334,610 | | | | |
| Rents | 1,258 | 1,258 | | | | |
| Commodities | 1,565 | 1,565 | | | | |
| TOTAL EXPENDITURES | 724,953 | 724,953 | | | | |

# LAW AND LEGISLATIVE REFERENCE LIBRARY

## CATHERINE A. FREEHLING, STATE LAW LIBRARIAN
## LYNN E. RANDALL, DEPUTY LAW LIBRARIAN

*Central Office:* Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-2648
*Mail Address:* Statehouse, Sta. #43, Augusta, Maine 04333

*Established:* 1971

*Reference: Policy Area:* 00; *Umbrella:* 30; *Unit:* 263; *Citation:* 3 M.R.S.A., Sect. 171-174.

*Average Count—All Positions:* 7 *Legislative Count:* 7

**PURPOSE:** The Law and Legislative Reference Library provides comprehensive legislative reference service and a substantial collection of legal materials for use by the Legislature and its committees, all agencies of state government, the judiciary, attorneys and citizens of Maine. Additionally, the library is responsible for distribution of session laws, Maine Revised Statutes Annotated, and printed decisions of the Maine Supreme Judicial Court.

**ORGANIZATION:** In 1971, PL 1971, c. 480 created the Law and Legislative Reference Library by transferring to its functions formerly performed by the law section of the Maine State Library. The nonpartisan State Law Librarian is appointed by the Legislative Council for a term of 3 years. The State Law Librarian appoints a deputy law librarian, subject to the approval of the Legislative Council, for a term of 3 years and employs all necessary assistants.

**PROGRAM:**

**Public Services.** Reference and circulation services are provided by Library staff by means of telephone, mail and in-person service. Special services and resources include computer access to information revised daily during the legislative session on the status of current legislation; biographical information on legislators, past and present; extensive newspaper clipping files on the Maine legal community, politics, and subjects of legislative interest. During FY 83 the library acquired equipment and software to access WESTLAW, an automated legal research system, and anticipates its growing use during the coming year.

The library's staff responded to over 5400 reference and research inquiries. Statistics also reveal over 23,000 separate uses of materials by library patrons either in-house or by circulation.

**Educational and Consultative Services.** The State Law Librarian participated in two annual programs: the State Bar Association's "Bridging the Gap", designed to acquaint newly admitted members of the Bar with resources of the library, and a seminar for judicial law clerks, to discuss materials and techniques for researching Maine legal problems.

Other activities in which staff members took part included assisting in the development of a "State Plan for Federal Documents Depositories"; conducting instructional sessions on government documents, and legal research and bibliography for college courses, personnel of other State departments and for other librarians. Throughout the legislative session, the library circulated to legislators and staff *Lists of Current Acquisitions* on topics of legislative interest; and attending regional and national law library association meetings with varied programs on current topics.

**Distribution of State Publications.** In addition to the legal publications of the legislative and judicial departments and the Maine Bar Association which were distributed on an exchange basis, the library distributed (or sold) copies of the 1980 and 1981 Maine Session Laws, the 1982 supplements and recompiled volumes 9, 9A, 17, 18, and 19 of the *Maine Revised Statutes Annotated,* one volume of the *Maine Reporter* (cases from 441-448 A2d), 13 legislative committee studies, the 1,792 legislative documents of the legislative session in FY 83 and six issues of the *Maine Bar Bulletin*. Slip laws were provided to the Cleaves Law Library and University of Maine Law School Library during the session as well as weekly printouts on the status of current legislation.

**PUBLICATIONS:**

In addition to the *List of Current Acquisitions,* the library issued its first newsletter, *State Law Library Briefs* which incorporated a list of newly acquired materials.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| LAW AND LEGISLATIVE REFERENCE LIBRARY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 138,821 | 138,821 | | | | |
| Health Benefits | 3,966 | 3,966 | | | | |
| Retirement | 21,809 | 21,809 | | | | |
| Other Fringe Benefits | 706 | 706 | | | | |
| Other Contractual Service | 25,944 | 25,944 | | | | |
| Commodities | 49,112 | 49,112 | | | | |
| Equipment | 3,781 | 3,781 | | | | |
| **TOTAL EXPENDITURES** | 244,139 | 244,139 | | | | |

# MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE

**DONAT B. BOISVERT, DIRECTOR**
**GUYLAINE T. COTE, Assistant Director**

*Central Office:* Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-3401
*Mail Address:* Statehouse Sta. #107, Augusta, Maine 04333

*Established:* February 3, 1978

*Reference: Policy Area:* 00; *Umbrella:* 30; *Unit:* 299; *Citation:* 3 M.R.S.A. Sect 223

*Average Count—All Positions:* 2 *Legislative Count:* 2

**PURPOSE:** The director of the Maine-Canadian Legislative Advisory Office is mandated to be "concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine's neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces." (P.L. 1978c.605)

The primary functions of the director are: to serve as a liaison between the Legislature of Maine and the provincial parliaments of Quebec and the Maritime Provinces; to keep the Legislative Committees informed on Canadian affairs and to facilitate interaction in matters of mutual interest.

**ORGANIZATION:** The Maine-Canadian Legislative Advisory Office and its Advisory Commission were created on February 3, 1978. The director, who is nonpartisan and chosen solely on the basis of professional competence including fluency in French, was appointed in January of 1980 by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director appoints an Administrative Assistant to help carry out the office's broad mandate.

The director holds quarterly meetings with the Advisory Commission and provides the commissioners with updates between meetings; he reports to and is subject to the direction of the Legislative Council.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 30,202 | 30,202 | | | | |
| Health Benefits | 1,161 | 1,161 | | | | |
| Retirement | 4,745 | 4,745 | | | | |
| Other Fringe Benefits | 192 | 192 | | | | |
| Other Contractual Service | 7,122 | 7,122 | | | | |
| Commodities | 1,057 | 1,057 | | | | |
| **TOTAL EXPENDITURES** | 44,479 | 44,479 | | | | |

# MAINE SMALL BUSINESS LOAN AUTHORITY BOARD

**CONRAD GRONDIN, CHAIRPERSON**
**ROBERT G. O'MALLEY, Director Business Loans**

*Central Office:* State Office Bldg., Room 216, Augusta *Telephone:* 289-2094
*Mail Address:* Statehouse Sta. #99, Augusta, Maine 04333

*Established:* October 1977 *Sunset Review:* June 30, 1988

*Reference: Policy Area:* 01; *Umbrella:* 94; *Unit:* 167; *Citation:* 5 M.R.S.A. Sect. 15004

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine Small Business Loan Authority Board was established to administer the Maine Small Business Loan Act. This Act was designed to insure small business loans made to Maine residents thus fostering small business development and increased economic and employment opportunities in Maine. The Board is authorized to insure the payment of up to 80% of eligible projects which include: any lands, buildings, real estate improvements or machinery and equipment, merchandise and stock with auxiliary real and personal property that are used by an industrial, manufacturing, fishing or agricultural enterprise, sales and service, or both for the manufacturing, processing assembling or preparing for market of raw materials or other products, or for the purposes of research and development for such enterprises.

The ultimate purpose of the Board is to enable Maine residents to start small businesses by insuring their loans. This purpose shall be primarily implemented through the Loan Insurance Fund.

**ORGANIZATION:** The Maine Small Business Loan Authority Board is established as a body corporate and politic consisting of 10 members including the Director of the State Development Office, the state treasurer and 8 members at large appointed by the Governor for a period of 4 years. The Board elects a chairman, vice-chairman, and treasurer, from its membership, and employs a manager who shall be the secretary. The treasurer and the secretary must be bonded as the Board directs. The manager is appointed by the Governor with the consent of a majority of the Board and tenure is at the pleasure of the Governor.

**PROGRAM:** After its fifth year of operation, the Maine Small Business Loan Authority Board approved loans totaling $1,857,000. This was accomplished through various banks throughout the State. The businesses approved represent a broad diversification of small business. Examples are: a grocery store, a saw mill, an engineering company, a retail fish market, and others. The Board has had several situations where a loan has been shared equally with the Maine Veterans Small Business Loan Authority.

The program did not suffer a loan loss this year. The economy with its high interest rates have held business development down. The board is proceeding in a cautious and prudent manner while helping to develop and expand business throughout the State.

On September 30, 1983 this Program is being merged into the Finance Authority of Maine.

**PUBLICATIONS:** Fact sheet which details how a person should apply for a loan.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE SMALL BUSINESS LOAN AUTHORITY BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Transfers to Other Funds | 37,879 | | | | | 37,879 |
| **TOTAL EXPENDITURES** | 37,879 | | | | | 37,879 |

# LOBSTER ADVISORY COUNCIL

**EDWARD A. BLACKMORE, CHAIRMAN**
**SPENCER APOLLONIO, Commissioner, Marine Resources**

*Central Office:* Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
*Mail Address:* Statehouse Sta. #21, Augusta, Maine 04333

*Established:* 1979

*Reference: Policy Area:* 01; *Umbrella:* 92; *Unit:* 340; *Citation:* 12 M.R.S.A. Sect. 6462

**PURPOSE:** The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

**ORGANIZATION:** Created effective September 14, 1979, the Lobster Advisory Council consists of eleven members. Each member is appointed by the Governor. Eight members of the council must be holders of lobster and crab fishing licenses and shall represent Maine's eight coastal counties. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobsters. One member must be a member of the general public and shall not hold any license under this subchapter. All members shall be appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Members serve without compensation, but shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council shall not exceed $2,000 a year. A quorum shall be 6 members of the council, if at least 4 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may select other officers and designate their duties. They meet at least 4 times a year at regular intervals and it may meet at other times at the call of the chairman or the Commissioner.

**PROGRAM:** The Council met seven times during FY 1983. Most of the Council's time and effort was taken up with the lobster trap limit issue. In response to a lobster trap limit questionnaire sent out to the industry by the Department's Advisory Council, a Lobster Trap Limit Subcommittee was formed. The membership of this committee is composed of members from both the Lobster Council and also the Department's Advisory Council. Several subcommittees were held to discuss the ramifications of lobster trap limits restrictions being placed on Maine lobstermen. In response to anticipated industry and legislative resistance to trap limit schemes, the Lobster Council spent a lot of its time working on a lobster industry apprentice program. To fund the costs of this apprentice program, the Council advocates an industry funded lobster trap tagging system. These two proposals will be refined and fine tuned during the next fiscal year.

**FINANCES, FISCAL YEAR 1983:** 12 M.R.S.A., Sect. 6462 provides that expenditures of this unit, which amounted to $2,529.23 in FY 83, shall be borne by Maine Department of Marine Resources and are, therefore, included in its financial display.

# STATE LOTTERY COMMISSION

**PETER GORMAN, CHAIRMAN**
**RICHARD CAREY, Director of State Lotteries**

*Central Office:* 73 Winthrop Street, Augusta *Telephone:* 289-2081
*Mail Address:* Statehouse Sta. #30, Augusta, Maine 04333 *WATS:* 1-800-452-8777
*Established:* 1973 *Sunset Termination Scheduled to Start by:* June 30, 1990
*Reference: Policy Area:* 00; *Umbrella:* 94; *Unit:* 364; *Citation:* 8 M.R.S.A., Sect. 351
*Average Count—All Positions:* 27 *Legislative Count:* 40
*Organizational Units:*
Administrative Division
Financial Division
Marketing Division
Production Division
Claim and Licensing Division

**PURPOSE:** The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes, operating costs and for transfer to the State's General Fund; to make recommendations and set policy for State lotteries; to approve or reject reports of the Director of State Lotteries; and to transact other business that may be properly brought before it.

The Director of State Lotteries is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

**ORGANIZATION:** A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the Director of State Lotteries. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

The Director of State Lotteries is appointed by the Governor, to serve a term at the pleasure of the Governor. The Director acts as both chief administrative officer and executive secretary of the Commission.

**PROGRAM:** The State Lottery Commission, which implemented a new Daily Game in June of 1980, brought the Weekly Game to an end on January 22, 1981 upon the recommendation of the Director. The Weekly Game had been the first Lottery Game sold in June of 1974. On March 30, 1981, the Lottery brought to an end its use of the banks as ticket distributors to agents. To replace the banking network, the Lottery's Field Representatives now deliver tickets and cash those tickets up at the agent's location. The use of Field Representatives to deliver and cash up tickets has not only resulted in a closer relationship with the agents, it has resulted in a competitive spirit between Field Representatives.

**LICENSES, PERMITS, ETC.:**

License:

Lottery Sales Agent: Licenses are issued for an indefinite period and subject to recall by the Commission when it feels the agent is not acting in the best interest of the Lottery or the State. Licenses are now issued at no charge.

**PUBLICATIONS:** *Action*, a newsletter distributed to sales agents. Copies can be obtained upon request of the Commission.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE LOTTERY COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 472,908 | | | | | 472,908 |
| Health Benefits | 19,025 | | | | | 19,025 |
| Retirement | 77,355 | | | | | 77,355 |
| Other Fringe Benefits | 2,315 | | | | | 2,315 |
| Computer Services—State | 9,645 | | | | | 9,645 |
| Other Contractual Service | 726,239 | | | | | 726,239 |
| Rents | 40,912 | | | | | 40,912 |
| Commodities | 18,394 | | | | | 18,394 |
| Transfers to Other Funds | —80,955 | | | | | —80,955 |
| **TOTAL EXPENDITURES** | 1,285,838 | | | | | 1,285,838 |

# LOW-LEVEL WASTE SITING COMMISSION

**SEN. JUDY KANY, CHAIRPERSON**
**COMM. HENRY WARREN (D.E.P.), VICE-CHAIRMAN**

*Central Office:* D.E.P. Office, Augusta *Telephone:* 289-2811
*Mail Address:* Statehouse Sta. #17, Augusta, Maine 04333

*Established:* 1981

*Reference: Policy Area:* 05; *Umbrella:* 94; *Unit:* 433; *Citation:* 10 MRSA, Sect. 175

*Average Count—All Positions:* 11 *Legislative Count:* 0

**PURPOSE:**

A. Study the management, transportation and disposal of low-level waste generated in or near this State;
B. Evaluate current radioactive waste classifications and propose alternatives, if appropriate;
C. Evaluate methods and criteria for siting low-level waste disposal facilities; and
D. Assist the Governor in regional efforts to manage low-level waste.

**ORGANIZATION:** Membership; appointment. The commission shall consist of 9 members, who shall be appointed as follows. The Commissioners of Environmental Protection and Human Services, and the State Geologist, or their designees, shall be members of the commission. The President of the Senate shall appoint 3 Senators, at least one of whom shall be a member of the minority party, and one person from an organization that is a low-level waste licensee. The Speaker of the House of Representatives shall appoint 3 Representatives, at least one of whom shall be a member of the minority party, and one person from an organization that is a low-level waste licensee. The members shall be appointed in a timely manner. The Chairman of the Legislative Council shall call the first meeting of the commission, and at this meeting the commission shall elect a chairman and a vice-chairman from its membership.

**PROGRAM:** This Commission, whose organizing statute was effective on September 1, 1981, held its first meeting Sept. 25, 1981 to organize and begin its study of the low-level waste problem. The Commission has met periodically throughout the past two fiscal years in public sessions to hear reports from knowledgeable persons and to review materials generated both inside and outside the state. The Commission produced an interim progress report in June 1972 and interim recommendations to the Governor and the Legislature in February 1983.

The full Commission has continually reviewed and commented on drafts of a proposed Northeastern Low-Level Waste Disposal and Management Compact being negotiated among eleven Northeastern states. Four states have ratified the compact but Maine has chosen to keep its options open until the Commission makes its report to the Legislature at its second regular session in January 1984.

**PUBLICATIONS:**

Interim Report of the Commission to the Governor and the Legislature, June 1982

Interim Recommendations of the Commission to the Governor and the Legislature, February 1983

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Bureau of Oil and Hazardous Waste, Department of Environmental Protection.

# DEPARTMENT OF MARINE RESOURCES

**SPENCER APOLLONIO, COMMISSIONER**
**KENNETH C. YOUNG, JR., Deputy Commissioner**

*Central Office:* Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
*Mail Address:* Statehouse Sta. #21, Augusta, Maine 04333

*Established:* 1867 *Sunset Review Required by:* June 30, 1985

*Reference: Policy Area:* 01; *Umbrella:* 13; *Unit:* 188; *Citation:* 12 M.R.S.A., Sect. 3451

*Average Count—All Positions:* 140 *Legislative Count:* 95

*Organizational Units:*

- Bureau of Administration
- Bureau of Marine Development
- Bureau of Marine Sciences
- Bureau of Marine Patrol

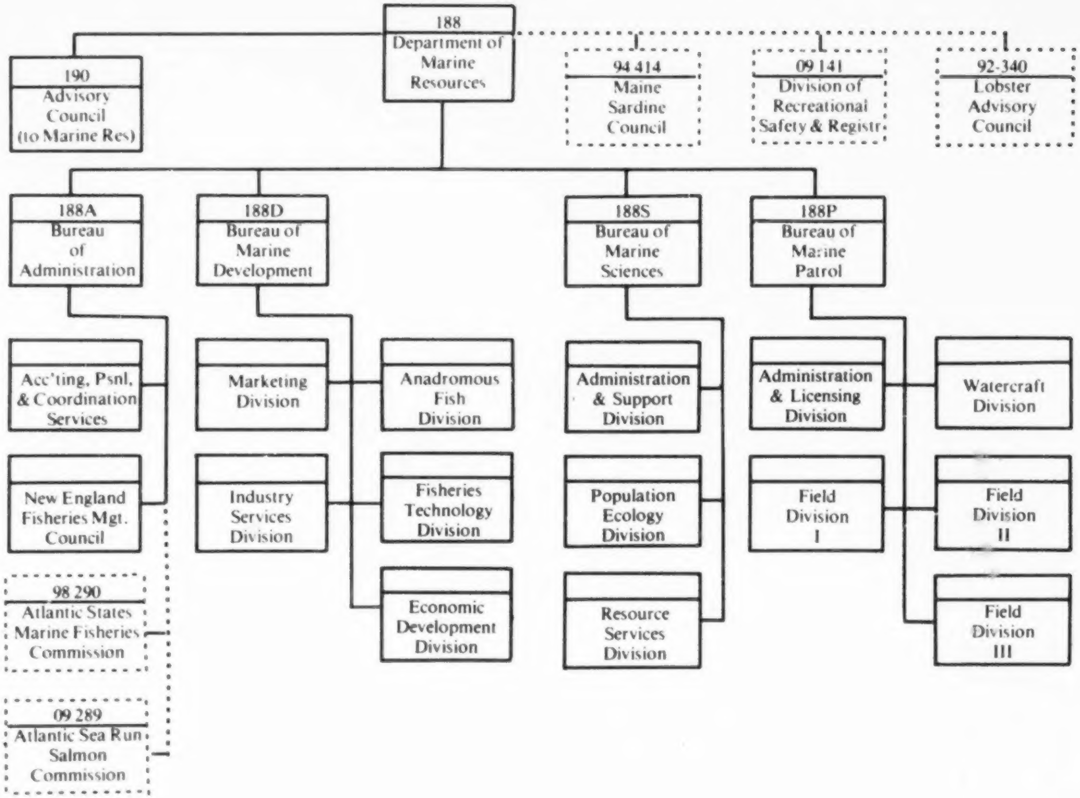
**PURPOSE:** The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor; to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise state and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate state agencies on all interrelated matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

**ORGANIZATION:** The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioners of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. A new nine-member Lobster Advisory Council was established by Legislature to assist the Commissioner on matters related to the lobster industry.

**PROGRAM:** In addition to its ongoing activities, DMR's principal objectives during the past year have been: 1) to improve its groundfish economic development program in full consultation with the fishing industry, 2) to insist upon the highest level of professional training for members of DMR's Bureau of Marine Patrol, 3) to improve its marine sciences program so that it truly serves fisheries management needs in the Gulf of Maine, 4) to expand the work of DMR's Extension Service, and 5) to reach out to other marine research institutions to stimulate cooperative interests in the problems of Maine's fisheries. The following briefly summarizes progress on these objectives. More details on these and other activities will be found in the individual Bureau Reports.

# ORGANIZATIONAL CHART
# DEPARTMENT OF MARINE RESOURCES
# UMB 13


188
Department of Marine Resources
190
Advisory Council (to Marine Res)
94 414
Maine Sardine Council
09 141
Division of Recreational Safety & Registr.
92-340
Lobster Advisory Council
188A
Bureau of Administration
188D
Bureau of Marine Development
188S
Bureau of Marine Sciences
188P
Bureau of Marine Patrol
Acc'ting, Psnl, & Coordination Services
New England Fisheries Mgt. Council
98 290
Atlantic States Marine Fisheries Commission
09 289
Atlantic Sea Run Salmon Commission
Marketing Division
Industry Services Division
Anadromous Fish Division
Fisheries Technology Division
Economic Development Division
Administration & Support Division
Population Ecology Division
Resource Services Division
Administration & Licensing Division
Field Division I
Watercraft Division
Field Division II
Field Division III

Approved by the Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF MARINE RESOURCES

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,608,823 | 2,078,883 | 117,868 | | 412,072 | |
| Health Benefits | 108,032 | 86,056 | 4,757 | | 17,219 | |
| Retirement | 573,508 | 481,018 | 25,924 | | 66,566 | |
| Other Fringe Benefits | 25,180 | 21,674 | 847 | | 2,659 | |
| Other Contractual Service | 745,667 | 575,453 | 43,103 | | 127,111 | |
| Rents | 21,871 | 20,510 | 40 | | 1,321 | |
| Commodities | 282,116 | 140,677 | 108,858 | | 32,581 | |
| Grants—Subsidies—Pensions | 13,971 | 13,833 | | | 138 | |
| Buildings and Improvement | 3,710 | 3,710 | | | | |
| Equipment | 160,709 | 151,140 | 5,500 | | 4,069 | |
| Transfers to Other Funds | 15,989 | | 4,721 | | 11,268 | |
| **TOTAL EXPENDITURES** | 4,559,576 | 3,572,954 | 311,618 | | 675,004 | |

**Groundfish Industry Development.** Having completed necessary field testing of a market development strategy in a limited demonstration project in the Portland metro area, the department, working closely with the Maine groundfish industry, proceeded with further implementation of the marketing and quality assurance program in northern New England and to take the beginning steps to put in place a similar market for Maine-processed groundfish in Denver, Colorado. The "Catch the Taste Program" is founded on the principle of establishing discrete markets for Maine groundfish product through a market and promotional program by stimulating consumer and trade awareness of the quality and value of product from Maine. The program is only offered to retail chain supermarkets who buy from Maine processing plants. Those plants must be certified. Thus the promotion efforts of the State of Maine are linked to the sale of product from Maine, a unique and very beneficial attribute of this program as compared to most public generic advertising and promotion programs.

While Maine processing plants participating in the program are certified under a quality assurance program, the harvesting sector which lands the raw product is not. The 110th Legislature supported administration legislation which created the Maine Groundfish Association. The department continues to support the growth of that organization, whose current initiative is to address the problems related to expanding and improving the quality of groundfish landings. This is a major initiative critical to keeping Maine competitive in an intensely competitive market.

**Marine Patrol.** Training programs have been carefully reviewed and recommendations made by a committee of officers to insure that our personnel receive as much professional training as is reasonably available. Officers have responded clearly and positively to those opportunities to increase their self-confidence and professional stature as natural resources enforcement officers. Officers in the field contribute direct and immediate knowledge from the field to personnel in other bureaus who have less opportunity for field work and thus less frequent direct contact with the industry.

A thorough and continuing review of the Bureau's needs for boats, vehicles and equipment has been initiated to insure that realistic and economical equipment is available to the officers within the practical limitations of the budget. One result of this review is that patrol vessels are now available during limited seasonal periods in support of other DMR activities,—a significant increase in DMR flexibility and capability to carry on a variety of patrol, research and development programs.

The department is implementing a Volunteer Marine Patrol Officers Program in an effort to meet the increasing responsibilities of the bureau. These volunteer officers will be of great assistance especially in the area of striped bass and Atlantic salmon enforcement.

A substantial number of new portable radios have been purchased to provide the officers in the field with improved communications and the vehicle fleet has been updated.

The bureau regularly details two Marine Patrol Officers (one full time and one backup) to the Vice Presidential protection detail for marine activities.

**Marine Sciences.** The Director of the Bureau of Marine Sciences has been with DMR for approximately two and one-half years. Much of his time has necessarily been devoted to administrative responsibilities and reorganizations in the bureau—but directed primarily toward the goal of insuring that the bureau is responsive to the realities of fishery management. This is a highly contentious area with a plethora of experts and little consensus. His approach to the problem is a major and rather revolutionary (within the context of marine fisheries management) undertaking, and it is necessarily proceeding slowly and deliberately. The focus of the Director's approach to the problem, nevertheless, is attracting active interest and support from other federal, regional and private institutions because of growing awareness that his approach is indeed necessary and appropriate.

**Extension Service.** The Fishery Technology Service is minimally staffed, but has a practical and very active priority program of gear development designed to increase fishing efficiency and to reduce fishing costs and wastes of fish as a result of imperfect gear. In addition, the grass-roots approach of this program brings the Department in direct contact with a wide variety of important fishery issues where industry members and department personnel can work together in resolving matters of concern to fisheries conservation, development and efficiency. Cooperation with other agencies and groups involved in this work is improving daily—again to the benefit of the fishermen served by DMR.

**Inter-Agency Marine Research Relationships.** Recognizing that marine research and fisheries management is a complex issue, DMR is continued its efforts at establishing interagency cooperation. This year, these steps include the development of a long-range master plan for the McKown Point facilities in conjunction with the Bigelow Laboratory for Ocean Sciences; a Gulf of Maine ecosystem workshop sponsored jointly with the University's Sea Grant Program; joint planning with the University and Bigelow Laboratory regarding conversion of the newly acquired 85-foot JUBILEE ionto a research vessel; and smaller, informal and cooperative projects with the New England Fishery Management Council, the College of the Atlantic, the Bigelow Laboratory, the University of Maine, and the Woods Hole Oceanographic Institution.

**General Comments: Councils.** The department has two formal Advisory Councils (one a general council and the other a lobster council) both appointed by the Governor. These are active, interested and able councils dealing regularly with issues of statutory responsibility and of immediate interest to the industry. The meetings are never without substantive issues, never "pro forma", and never dull.

**Highlights of a Variety of DMR Activities.** DMR has a small but very active and well-received marine education program addressed to primary and secondary school students and to lesser extent to adults. It performs a very valuable service of informing Maine people of the state's marine resources.

The shellfish inspection and public health program is particularly active. Certain of its activities have been adopted as national and international standards for dealing with marine shellfish public health problems. It probably has greater responsibilities than can be properly handled by present capabilities. This question is now under review with the U.S. Food and Drug Administration.

The department's anadromous fish division is small but has a full research and development program. Now that there is accelerating interest in hydropower production, this unit has significantly increased responsibilities in insuring that the fish runs shall continue unimpaired. Detailed technical review and comment on hydropower proposals has become a significant part of its activities and can only be expected to increase.

Marine Patrol Officers equipped with scuba equipment have responded very rapidly on a number of occasions to drowning accidents which are too frequent along the coast. They have built the reputation of responding immediately when called and asking questions after the job is done. This is as difficult and unpleasant a job as state service has to offer.

**Fishing Industry Issues.** The groundfish industry is becoming increasingly competitive on both a national and international basis. Competition, based on strong efforts to improve quality as well as increase landings, puts a great deal of pressure on the relatively small Maine groundfish industry.

There is great concern over the increasing prevalence of gear conflicts among Maine fishermen. They result from the high value of finite resources attracting increasing numbers of fishermen, and they seem to defy equitable or even practical solutions short of putting some segments out of business. This trend is of increasing seriousness, and can be expected to consume ever-increasing administrative and enforcement time. Through a cooperative effort within the department, the possibility of developing innovative non-competing fishing gear is being explored. In the future it may be anticipated that measures not presently socially acceptable may be required to deal with increasingly explosive conflicts. This phenomenon, it is of some comfort to note, is not confined to Maine, but is a wide spread issue in U.S. fisheries.

**Long Range Planning.** A four-year plan was completed in preparation for budget and program requests which were presented for Fiscal Years 1984, 85, 86 and 87 to meet long range needs and demands in the Administration, Development, Sciences and Patrol Bureaus.

The increasing competition for high-value, common-property, marine resources inevitably means greater demands on all of DMR's capabilities. Many of those activities that private industry, operating on privately-held resources, would do for itself are or must be done by DMR on behalf of the industry. Because of the common-property nature of the resource, DMR carries on a very substantial part or all of the enforcement, public health protection, gear development, research, promotion, management and quality control for the entire industry. Long-range planning will be based on the premise that DMR will be asked to increase its activities in all these areas and that it must be adequately funded to do so.

**LICENSES, PERMITS, LEASES, ETC.:**

Licenses:

Wholesale Seafood

  - Retail Seafood Dealer
  - Supplemental Wholesale Seafood
  - Commercial Fishing (Resident & Non-Resident)
  - Shellfish Transportation
  - Supplemental Shellfish Transportation
  - Sea Moss (Resident & Non-Resident)
  - Scallop Fishing
  - Commercial Shellfish
  - Marine Worm Dealers
  - Supplemental Marine Worm Dealers
  - Marine Worm Diggers
  - Lobster and Crab Fishing
  - Wholesale Crawfish Dealer
  - Supplemental Wholesale Crawfish Dealer
  - Retail Crawfish Dealer
  - Lobster Transportation
  - Lobster Meat Permit
  - Supplemental Lobster Transportation
  - Weir Licenses (Unorganized Townships)
  - Importing Marine Species
  - Shellfish Sanitation Certificates
- Special License for:
  - Aquaculture
  - Research
  - Education
- Leases for:
  - Aquaculture
  - Research

**PUBLICATIONS:**

HOW TO PREPARE AND EAT MAINE LOBSTER—8 page leaflet—single copy free—commercial establishments $5 per 100

SEAFOOD DISHES FROM MAINE—6 page leaflet—single copy free—commercial establishments $3.60 per 100

SHRIMP MARVELS FROM MAINE—6 page leaflet—single copy free—commercial establishments $3.60 per 100.

THE MAINE DISH IS MUSSELS—8 page leaflet—single copy free—commercial establishments $5 per 100.

HARVESTERS OF THE SEA—The Story of Maine's Commercial Fisheries (free)

FABULOUS FEASTS WITH MAINE SEAFOODS—free—supply limited.

BUYERS GUIDE FOR MAINE SEAFOOD—free—supply limited.

INDEX OF PUBLICATIONS (1946-July 1979)—free.

**FINANCES, FISCAL YEAR 1983:** The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DEPARTMENT OF MARINE RESOURCES (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 7,088 | 7,088 | | | | |
| Commodities | 126 | 126 | | | | |
| Buildings and Improvement | 3,710 | 3,710 | | | | |
| **TOTAL EXPENDITURES** | 10,924 | 10,924 | | | | |

# BUREAU OF ADMINISTRATION

### ANNA M. STANLEY, DIRECTOR

*Central Location:* Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
*Mail Address:* Statehouse Sta. #21, Augusta, Maine 04333
*Established:* 0000 *Sunset Review Required by:* June 30, 1985
*Reference: Policy Area:* 01; *Umbrella:* 13; *Unit:* 188A; *Citation:* 12 M.R.S.A., Sect. 6021

**PURPOSE:** The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumberances, special information and federal-state programs.

Duties also include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters and purchases; coordination of clerical services; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

**ORGANIZATION:** The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of four sections. The Accounting and Personnel Section provides services for all divisions of the Department in finance, personnel, equipment and processing of license applications and revenues; the Coordination Staff oversees the administration of federal and other revenue contracts and projects; liaison with the New England Fisheries Management Council is provided by Bureau personnel; and the Department's relationship to the Atlantic States Marine Fisheries Commission is administered by this Bureau.

**PROGRAM:** The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF ADMINISTRATION MARINE RESOURCES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 230,140 | 204,751 | 6,191 | | 19,198 | |
| Health Benefits | 8,532 | 7,441 | 371 | | 720 | |
| Retirement | 36,538 | 32,440 | 999 | | 3,099 | |
| Other Fringe Benefits | 1,278 | 1,112 | 41 | | 125 | |
| Other Contractual Service | 86,453 | 81,057 | 3,841 | | 1,555 | |
| Rents | 1,581 | 1,462 | | | 119 | |
| Commodities | 8,315 | 5,372 | 2,943 | | | |
| Grants—Subsidies—Pensions | 35 | 35 | | | | |
| Equipment | 5,193 | 5,193376 | | | | |
| Transfers to Other Funds | 891 | | 247 | | 644 | |
| **TOTAL EXPENDITURES** | 378,956 | 338,863 | 14,633 | | 25,460 | |

# ADVISORY COUNCIL (TO MARINE RESOURCES)

**JAMES WARREN, CHAIRMAN**
**E. MAYNARD GRAFFAM, JR., Vice Chairman**

*Central Office:* Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
*Mail Address:* Statehouse Sta. #21, Augusta, Maine 04333

*Established:* August 13, 1947 *Sunset Review Required by:* June 30, 1985

*Reference: Policy Area:* 01; *Umbrella:* 13; *Unit:* 190; *Citation:* 12 M.R.S.A., Sect. 3551

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

**ORGANIZATION:** The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

**PROGRAM:** The Council met six times during the year, providing advice to the Commissioner on policy matters affecting the industry and to discuss the problems and needs of the industry.

In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including the approval of aquaculture lease and special licenses and permits, adoption or modifications in Department regulations, and other related matters.

Highlights of decisions reached and action taken by the Council this year included: a joint meeting with the Legislative Joint Standing Committee for Marine Resources at which a number of issues of mutual concern were discussed. Six regulations or modifications to existing regulations were approved by the Council. These included: Shellfish Sanitation and Depuration, Aquaculture, Mussel Dragging-Englishman/Chandler Bays, Herring Management, Groundfish Management, and Scallop Fishing—Swans Island area.

**LICENSES, PERMITS, ETC.:**

7 Special Licenses were issued. These are for research or aquaculture and exempt the holder from one or more Marine Resources laws as to the time, place, length, condition, amount or manner of taking or possessing any marine organism. Seven aquaculture leases, two lease renewals and one lease revocation were approved.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $3,806.68 in FY 83 and are, by administrative decision, included with those of the Bureau of Administration, Department of Marine Resources.

# BUREAU OF MARINE DEVELOPMENT

**E. PENN ESTABROOK, DIRECTOR**

*Central Office:* Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
*Mail Address:* Statehouse Sta. #21, Augusta, Maine 04333
*Established:* 1957 *Sunset Review Required by:* June 30, 1985
*Reference: Policy Area:* 01; *Umbrella:* 13; *Unit:* 188D; *Citation:* 12 M.R.S.A., Sect. 6051

**PURPOSE:** The common theme for all divisions and programs of this Bureau is the development of Maine's fisheries industries. This theme is addressed, for example, through efforts in restoring lost fish runs (e.g. alewives), groundfish industry expansion, technical gear and fishing technique development, a variety of technical services to seafood processors, and market development through trade and consumer education and assistance. The services of the Bureau must be able to respond both to a diverse industry (e.g. harvesting, processing, marketing, shellfish, finfish, lobsters). It must as well address a variety of consumer clientele: the shopper, the student, the public—people who need to know about Maine's very important and valuable marine resources as a resource to be respected and people who need to know that seafood products from Maine are a good buy nutritionally and monitarily. The programs discussed below are organized to be of service to that industry and address those needs.

**ORGANIZATION:** The Bureau of Marine Development is comprised of five major divisions each of which is responsible for several programs: Anadromous Fish, Economic Development, Fisheries Technology Services, Industry Services, and Marketing. Where relevant and effective these programs are mutually supportive and coordinated in implementation.

**Marketing Division.** The primary purpose of the Division of Marketing is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumers in, and consumer consumption of, such products—both domestically and abroad. As required by statute, the Division of Marketing has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division implements programs designed to support and expand existing markets and to develop new markets for both traditional and underutilized species. The purpose of such activities is to increase the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division of Marketing was established administratively in 1957 through the authority vested in what was then the Department of Sea & Shore Fisheries. As responsibilities and duties increased, and as more extensive services were required by the commercial fishing industry, the Division gradually expanded to its present level. Clarification of the statutory authority for the Division's activities was included in the Act which created the present Department of Marine Resources in 1973. Inclusion of the Division in a new Bureau of Marine Development was accomplished in 1979.

*Marketing Data and Product Development:* The Division provides a free booklet to seafood buyers upon request called, "Maine Wholesale Seafood Processors and Dealers". This booklet contains a listing of all licensed Maine wholesale seafood processors and dealers including such information as their complete address, telephone number, the product they process, and the products they are dealers in. Last year over sixteen hundred of these booklets were mailed to seafood buyers throughout the country. A monthly *"Marketing Memorandum"* containing seafood leads and general information was continued since it serves the commercial fishing industry and seafood buyers who are looking for sources of supply. This memorandum provides potential sales opportunities worth millions of dollars. Besides domestic leads, the memorandum provides foreign leads obtained from the U.S. Department of Commerce—National Marine Fisheries Service. This has substantially increased the number of possible contacts for Maine industry. The benefits of this are two-fold since foreign markets offer greater demand for underutilized species in the U.S. and, in addition offers the Maine industry an opportunity to contribute to efforts towards reducing the national balance of trade deficit. *Market Development*—The Division continued its role in the implementation of the fresh groundfish market development program generally known by the advertising campaign slogan "Catch The Taste". The program has two basic components: (1) The Maine Fresh

Groundfish Quality Control program (2) The "Catch The Taste" logo merchandising program. The division has primary responsibilities for the latter.

The northern New England "Catch The Taste" program expanded from twelve to forty-three participating supermarkets. This *local Demonstration* expansion provided the opportunity to test the quality-control production standards at the plant level and to monitor the "Catch The Taste" mnerchandising program at the retail level. In May of 1983 one of the participating chains in Maine expanded our program to four of their supermarkets in Vermont. This new isolated market area gives the chain and the Division another opportunity to monitor different market conditions than we now are monitoring. *Distant Market Demonstration*—The Bureau undertook evaluation of a number of metropolitan markets. Five market areas were selected followed by a second phase market evaluation which identified the top chain groups in each of the five areas. In late September of 1982, the division made presentations to buyers from three major supermarket chain groups in the mid-western city selected as a result of the market analysis. Plans were finalized with one chain, selected on the basis of their commitment to promote and offer fresh seafoods to their customers, to begin the "Catch The Taste" merchandising program in five stores initially, eventually expanding to twenty-four stores. That expansion did occur based on positive results of monitoring of product at the time of processing, shipping and final delivery to the customer. Monitoring is part of the program given that the "Catch The Taste" logo provides an assurance to the buyer and consumer of fresh quality fish.

These preparatory steps were followed by an above-average coverage by the media. The Catch The Taste program was promoted on the TV evening news, on a weekly radio cooking show, and by food editors in local newspapers. An in-store slide show with audio that shows Catch The Taste products being processed, packed, displayed at retail, and prepared and cooked was developed and then tested in six stores over a three week period in the Denver, Colorado area. Store personnel reported that the in-store slide show was well received by consumers, and a real attention getter for the seafood department. During this promotional period the east coast had several major storms at sea, and Colorado had one of its toughest winters in years. These issues, in addition to labor and management problems in Colorado, affected the availability of fresh fish supply and the coordination of limited supply with advertising. These uncontrollable factors retarded development of a market generally expected by trade representatives to be very profitable within the near future. The Division continues to further develop the Catch The Taste program by monitoring and analyzing retail supermarket data on a regular basis. This information will be used to develop new recipe pamphlets, a retail seafood manual, retail seafood training seminars, and seafood media ads. This information will also be used to assist the Department in selecting new distant market areas as program expansion continues.

Marketing and product development was continued on a variety of marine species. Division participation in a number of major trade shows was continued through the New England Fisheries Foundation. The Division aided and cooperated with the Maine Fishermen's Wives Association in a number of product demonstrations in the state. *Informational & Educational*—The Division has available a selection of a number of seafood recipes, posters, and general information on seafoods that assist retail seafood outlets in educating their own store personnel as well as consumers in the purchasing, preparing, and cooking of seafoods. *Seafood promotional booths* are provided with seafood information, recipe pamphlets, posters, and other necessary material at numerous festivals, special events, Chamber of Commerce offices, etc. throughout the year. Some of the events that the Division participated in this past year were Windjammer Days, Boothbay Harbor; Maine Seafood Festival, Rockland; and Eastern State Fair, West Springfield, Mass. A total of 358,543 seafood recipe pamphlets, booklets and posters were distributed during this past year. *General Seafood Information and Photographic Materials* is provided for news releases and feature stories. The Division's files on black and white photographs and color slides are in constant demand for distribution to the media, for use in illustration purposes at informal presentations, reproductions in reports, brochures, and encyclopedias. An *Audio Visual Program* which consists of three films, Two Faces of the Sea, Maine Harvesters of the Sea and Fresh is Best were continued to be distributed under contract throughout the country. These films remain very popular with audiences.

*Miscellaneous Activities:* Other work as required was carried out, including numerous meetings with industry, state, and federal officials; preparations of reports, position papers, legislative briefs, etc.; cooperative work with state and federal agencies and the private sector; and activities involving a wide range of fisheries problems, such as the paralytic shellfish poisoning problem.

**Economic Development Division.** This Division is responsible for the design of critical elements of a comprehensive development strategy for Maine's groundfish industry. Through implementation of this development strategy, the Department has become an agent of change among the private industry forces which collectively determine the market competitiveness and profitability of Maine's groundfishery. The Department's concern is that Maine's economy derive maximum benefit from preceeding public initiatives which favor groundfish industry development. These initiatives include: the 1979 bond issue and related federal funding to finance public fish piers, the Governor's support for natural resource and fisheries development, and earlier enactment of the 200 mile limit. The development strategy and related program activities concentrate on the groundfishery because this segment of the fishing industry has the greatest potential of all segments for increased economic growth.

The groundfish industry development program is in an advanced stage of implementation. Formulation and execution of the program strategy has covered a three-year period. It has involved the implementation of a processing plant quality control program, the development of a market and promotion strategy, and the creation of an industry organization, The Maine Groundfish Association, which eventually could assume the leadership role for the industry. It has involved a broad and representative segment of the industry in a persistent effort to achieve more direct and profitable access to new markets. Direct market access is the key to consolidation of the industry's processing base which is necessary to achieve greater economic control, and profit for Maine fishermen. In support of these objectives, the Department allocates program resources in accordance with a consensus it has reached with industry as to the optimum market use for Maine's groundfish resource. The resulting product, identified with its Maine source, and directed at volume supermarket accounts.

Detailed work has proceeded in the following areas during the period of this Annual Report:

**In-Plant Quality Control.** Through public hearings and close consultations with industry, the Division completed final design and oversaw adoption of an in-plant groundfish quality control regulation. The regulation becomes mandatory for processors who wish state certification of their production quality. Upon adoption of the regulation the Division solicited and gained the participation of six Maine processors who then became eligible for state certification. The Division assisted in the transition of the regulation from a prototype inspection program to a routine service of the Department.

State production quality certification facilitates the development of new and profitable finished product markets. It is required for processors' participation in the Department's Catch-The-Taste groundfish sales program. This combination of a State assurance of quality linked to a well-grounded supermarket promotion and merchandising program has proven to be an effective sales development tool in this high growth segment of the U.S. fresh fillet market.

**Vessel Quality Control.** The Maine Groundfish Association, a trade association created by legislation, formally convened in the fall of 1982. Formation of the MGA is the direct result of earlier development program efforts to improve the industry's organizational capacity to address its resource supply, production, marketing and promotional needs. The division has assisted the MGA in the design and implementation of a vessel certification and quality control program. This program has the dual purpose to maximize the portion of Maine groundfish landings suitable for high quality markets and to establish a reward system through which the market gains from quality control can flow back to the fishermen on a consistent basis. This program represents an extension of the Catch-The-Taste quality assurance concept to the fleet level. It is proposed for adoption as an MGA program.

**Market Research and Development.** This Division is responsible for analysis of the U.S. seafood marketplace and the opportunities it offers for Maine groundfish products. It is concerned with how Maine processors operate to gain access to stable, high value markets. In this capacity, the Division conducted market research which resulted in the selection of a midwestern city as the first Catch-The-Taste market. The Division worked with the Maine processors to assure maximum benefit to them from the Catch-The-Taste program. It has also analyzed how this market merchandising program can evolve, both geographically and structurally, to have greatest utility for Maine's groundfishery.

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**Transportation Analysis.** During this period the Division compiled the *New England Seafood Truck-Shippers' Guide* under contract to the New England Fisheries Development Foundation. The Guide is an extensive undertaking which lists common carriers and where and how they ship seafood in or out of the New England region. It is of direct use to Maine processors in evaluating cost-effective truck shipment access to the national marketplace. In other work, the Division has reviewed the latest air and truck shipping and packaging technologies available to preserve product quality and marketability.

**Fish Piers.** During this period the Division acted as liaison to the City of Portland's Fish Pier Operations Advisory Committee. Under the direction of Portland's City Manager the committee is charged with the formulation of pier operation and trading rules. Departmental participation in this process is to assure consistency of pier operations with the State's quality merchandising strategy.

**Joint Ventures.** The Division worked with the Commissioner and Deputy Commissioner to develop the legal and economic framework necessary for the Governor to consider approval of a salt cod venture involving the operation of a foreign processing vessel in Maine waters.

*Marine Education:* The marine education unit was established to help students, teachers and the general public gain a better understanding of our marine resources.

Curriculum enrichment programs, teacher workshops, field trip and in-classroom demonstrations were used to increase marine education activities in schools, K-adult. Supplemental curriculum materials and slide shows were also made available for teacher/student use.

Several teacher workshops were presented in conjunction with the University of Maine and the Gulf of Maine Marine Education Association. A one week teacher course in marine resource education was also conducted. In-school workshops were presented in five different regions to help teachers develop skills in a variety of marine topics and to help them introduce more marine information into their classrooms.

Curriculum consultation activities have helped many schools expand their programs to include marine education. Five schools have developed a "Sea Week" where every subject taught that week must include marine topics. Several high schools have participated in marine research projects in conjunction with the regional biologists.

Small group, hands-on, activity programs are much in demand in the area of marine biology, consumer education and fisheries information. A total of 13,602 students, 1024 teachers and 1205 other adults participated in these programs.

*Issue Analysis:* The Coast Guard proposed removal of 141 navigational aids from Maine waters. This proposal was analyzed and the fishing industry and baoting public were alerted. As a result of objections from these groups, only 19 navigation aids will be removed. The 111th legislature considered and passed legislation placing all boats including the fishing fleet under an excise tax as opposed to a property tax, a move critical to the fishing industry. Staff provided vessel data and analysis for legislative committee considering vessel excise tax regulations that were eventually passed into law. A survey concerning lobster trap limits was mailed out to holders of 1982 lobster licenses. Results through June show that more than one-third (3,098) have been returned and that about 86% favor some type of trap limitation for the fishery.

*Fisheries Statistical Information:* The staff provided information including Maine landings and value, number and types of vessels, number of license holders, processing employment, and numbers and types of gear to a variety of user groups. These included (1) federal, state, regional and municipal planning and coordinating groups engaged in the planning and development of processing facilities, fish piers, breakwaters and other harbor projects; (2) dealers, processors, and fishermen developing loan justifications; (3) bank loan officials, verifying loan justifications; (4) editors and writers preparing articles about the Maine fishing industry; (5) importing and exporting businesses in the U.S. and abroad and (6) University of Maine staff researching landings and vessel information needed to support the U.S. claim for the Canadian and U.S. boundary dispute that is now before the world Court.

*Seafood Quality and Management Services:* This is a continuing activity that provides technical assistance as well as quality and inspection services to the seafood industry. Three distinct programs were in force during 1982, i.e.: Shellfish Sanitation under the tripartate, cooperative National Shellfish Sanitation Program; Fish and Fishery Product Inspection and

Quality Control under an agreement with the Seafood Quality and Inspection Division, National Marine Fisheries, U.S. Dept. of Commerce (USDC); and the Groundfish Quality Program during its developing and field test phases and implementation.

The Shellfish Sanitation Program was staffed by two full-time field employees (Seafood Quality Managers) and a Supervisor, Quality Control Manager. Their major responsibilities were evaluation and certification of shellfish shucking, shellstock shipping and reshipping facilities and operations. All vehicles used for transporting shellfish plus three Controlled Depuration Plants were under evaluation and certification.

Samples of shellfish, both shucked and in the shell, were collected routinely from 173 certified dealers, who, with 240 vehicles were under continuous evaluation. Cooperation with other departmental, state and federal employees/agencies along with investigations, management informational services, and incidental program-related activity rounded out their duties.

The Fish and Fishery Product Inspection and Quality Control Program, in cooperation with the National Marine Fisheries, had one state employee assigned full time to perform inspection and quality control work under the federal program. The supervisor of the shellfish program served as relief for both the state employee above and for the resident USDC inspector. Both state people were trained and cross licensed by the federal government to carry out the requirements of this activity.

One of the field people assigned to the Shellfish Program was trained and licensed by National Marine Fisheries, to conduct lot inspections, draw and process samples, and to issue certificates of inspection and condition.

The full-time employee and supervisor performed a series of related functions for both the USDC and Department of Marine Resources, such as: federal lot inspection of seed oysters; the technical assistance to potential processors; work with individuals in the state operated quality program.

An employee was hired to implement and work completely within the groundfish quality program. This individual was charged with implementing new regulations, developing all forms, and providing a liaison between the department and the industry. Expertise was enhanced through complete industry support, personal study, and attendance at technological sessions.

Management consulting service was provided throughout 1982. Technical assistance was provided to several firms and individuals interested in quality groundfish. Shellfish depurators were provided assistance in operational matters.

The Department licenses and monitors two shellfish depuration plants in Scarboro and one in Searsport. In these plants, clams harvested from moderately polluted areas are cleansed for 48 hours in water purified by ultraviolet light. During 1982 there were 17,276.25 bushels of clams harvested and depurated from 32 moderately polluted areas in all coastal counties. This added production would not have been available without development of depuration capability.

**Fisheries Technology Division.** The Fisheries Technology Service, was organized in 1966 based on a joint project with the then U.S. Bureau of Commercial Fisheries under the Research and Development Act (PL 88-309). Since that time program support has continued from the National Oceanographic and Atmospheric Administration (National Marine Fisheries Service; Sea Grant) and from the State of Maine.

During 1982-83, FTS personnel consisted of a Director and a staff of three persons. One field agent is stationed in central coastal Maine with responsibilities of covering the entire coast. One FTS agent vessel captain is stationed at the DMR research station in Boothbay Harbor to operate the FTS vessel "Explorer". One conservation aide was employed on a part-time basis to act as crewman on the "Explorer". One FTS agent acted in the capacity of public hearings officer. The FTS Director is involved in field extension-educational activities, administration, project design and supervision and project supervision on the FTS vessel "Explorer".

Throughout 1982-83, the Fisheries Technology Division has acted in the capacity of a marine advisory service on a variety of marine related subjects, in addition to conducting several projects designed to increase gear productivity, promote development of underutilized species, to reduce energy needs, and to promote conservation through the development of specialized gear to reduce unnecessary waste of unwanted species.

Projects conducted by FTS personnel during the past year include:

*Gear Development:* FTS field tested and modified several nets that released sub market size fin fish while retaining shrimp, conducted field trials to determine optimum mesh size for the capture of market size silver hake, and assisted industry in the development of a hydraulic powered submersible pump mahogany quahog dredge.

*Gear Demonstrations:* FTS agents supplied industry with automatic jigging machines to evaluate their potential on a commercial fishing scale. Hydraulic mahogany quahog dredging equipment was loaned to fishermen in Machias Bay in the successful development of the mahogany quahog resources of that area. An FTS floating fish trap was fished by commercial fishermen from Jonesport to determine the feasibility of its use in strong tide areas.

Surveys: FTS agents and commercial herring spotter pilots continued to supply research personnel with information pertaining to locations and abundances of juvenile herring in an on-going project to determine the size and locations of herring year classes.

*Aquaculture:* FTS field agents continued to monitor and assist fishermen in developing aquaculture sites for the growing of blue mussels.

*Research Support:* Vessels and crews were provided in support of research in fish tagging and larvel shrimp studies.

*Educational:* The FTS division assisted the University of Maine and other educational agencies including Sea Grant agenties from Texas, Florida and South Carolina in preparing and dissemination of marine educational information. A publication on fire prevention through the use of automatic fire extinguishers for small vessels was prepared and circulated on a national level. The FTS division prepared and published several articles of marine interest for the FTS sponsored DMR Marine Advisory Newsletter for monthly publication in the Commerical Fisheries News. Numerous requests for information from fisheries management, the fishing industry and the general public were answered.

*Administrative Assistance:* FTS coordinated and supervised all public hearings and several as liaison agents between administration, industry and the general public.

**PROGRAM:**

**Anadromous Fish Division.** Anadromous fish are those finfish species which attain their growth in the marine environment but return to fresh water to reproduce. The dependency of these fish resources on both fresh water and the marine environment requires coordinated and cooperative management between the Department of Marine Resources, Inland Fisheries and Wildlife, and the Atlantic Sea Run Salmon Commission. Although each agency is charged with management of specific fish species or groups of species, the mutual support of each other's programs has enhanced fishery management capabilities and accomplishments.

The goals of the anadromous fish division are to maintain existing runs at optimal levels, to restore anadromous fish runs to river systems which historically supported these species, and to improve management capabilities through increased knowledge of their life histories and habitat requirements. Historically abundant anadromous fish runs were decimated by the construction of impassable dams and water pollution. With the remarkable improvement in water quality in recent years, the major remaining obstacles to restoration of anadromous fish runs are numerous dams which lack upstream and downstream passage facilities.

**Hydropower Development.** The renewed interest in hydropower development has given rise to increased concern about impacts on existing anadromous fish runs and anadromous fish restoration programs. Much staff time has been devoted to the review of hydropower development applications to the Federal Energy Regulatory Commission for either licensing, preliminary permit for feasibility studies or exemption from licensing.

Anadromous fish staff provided input into the identification of the unique rivers and river stretches which will receive protection under L.D. 1721, "An Act to Promote the Use and Management of Maine's Outstanding River Resources." The Department's fish passage statute which was revised and enacted, expanded the Commissioner's authority to require fish passage facilities wherever they are needed to promote significant anadromous fisheries.

This new fishway law also allows for expanded public input into the decision-making process.

**Androscoggin River.** The first fish passage facility to be built on the Androscoggin River at Brunswick in 100 years became operational and was dedicated on May 13, 1983. This fish passage facility was built by Central Maine Power Company in conjunction with the redevelopment of the Brunswick hydroelectric facility and represents the most modern fish passage facility in the State of Maine. This fish passage facility is operated by the Department of Marine Resources and from May to July 1, 1983, 600 alewives, 2 shad, 13 Atlantic salmon, and

4 brook trout were selectively passed upriver. It is expected that the Lower Androscoggin River and tributaries below Lewiston Falls will produce in excess of 600,000 pounds of alewaives and 150,000 pounds of shad annually as well as benefit other migratory species.

In addition to the fishway project, Central Maine Power Company has contracted with the Department of Marine Resources to assess the shortnose sturgeon population which spawns immediately below the Brunswick Dam. During the 1983 spring spawning season, 170 shortnose sturgeon were captured, tagged, and released in order to determine the timing of the run as it relates to river flows and water temperatures. Catch per unit effort data indicate that this is one of the largest spawning concentrations of shortnose sturgeon within its known geographic range from Canada to Florida.

**Shad and Alewife Management.** During the spring of 1983, over 10,000 adult alewives were stocked in various watersheds. Over 6,000 alewives were stocked in Sabattus Pond, Tripp Pond, Taylor Pond, and Marshall Pond, which are in the Androscoggin River drainage. This marks the first time since the early 1800's that alewives have been present in these ponds with the exception of Sabattus Pond which was initially stocked in 1982.

Experimental netting for adult and juvenile shad below the Augusta dam indicates that the recolonization of this area by remnant stocks of shad has been very limited to date. The highest concentration of shad found in the Kennebec River system has been in Merrymeeting Bay and its tributaries of the Eastern River, Cathance River and Abagadasset River.

**Additional Management Activities.** Anadromous fish personnel continued to evaluate water resource development projects, wetlands applications, highway construction proposals, and industrial development proposals that had potential for adverse impact on anadromous fish resources. In addition, personnel operated and maintained ten fishways during the fish migration period and provided technical assistance to 34 coastal towns which manage alewife fisheries.

**FINANCES, FISCAL YEAR 1982:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF MARINE DEVELOPMENT | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 513,839 | 362,497 | 25,281 | | 126,061 | |
| Health Benefits | 20,836 | 14,569 | 964 | | 5,303 | |
| Retirement | 82,692 | 57,018 | 5,231 | | 20,443 | |
| Other Fringe Benefits | 3,655 | 2,651 | 144 | | 860 | |
| Other Contractual Service | 188,845 | 122,542 | 363 | | 65,940 | |
| Rents | 2,419 | 2,016 | | | 403 | |
| Commodities | 127,142 | 13,209 | 100,608 | | 13,325 | |
| Grants—Subsidies—Pensions | 69 | 69 | | | | |
| Equipment | 3,297 | 1,271 | | | 2,026 | |
| Transfers to Other Funds | 5,898 | | 2,061 | | 3,837 | |
| **TOTAL EXPENDITURES** | 948,692 | 575,842 | 134,652 | | 238,198 | |

# BUREAU OF MARINE PATROL

**VAUGHAN J. CRANDALL, JR., Captain**

*Central Office:* Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
*Mail Address:* Statehouse Sta. #21, Augusta, Maine 04333

*Established:* 1978 *Sunset Review Required by:* June 30, 1985

*Reference: Policy Area:* 01; *Umbrella:* 13; *Unit:* 188P; *Citation:* 12 M.R.S.A., Sect. 6025

**PURPOSE:** The Bureau of Marine Patrol, formerly known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility to the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

**ORGANIZATION:** The Coastal Wardens, so named in 1947, were originally established as Fish Wardens in 1843, and were appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Bureau has been an integral segment of the Department throughout its existence.

**PROGRAM:** Within the span of two decades the scope of the Bureau's responsibilities have been widened to include many new areas of activity which fall outside the traditional needs of the fishing industry and the marine environment.

Some of the areas of responsibility of the Bureau include, under Federal laws, the Bluefin Tuna Act, Marine Mammals Protection Act, Endangered Species Act, Extended Fisheries Jurisdiction Management and Conservation Act (200-mile limit), cooperation with the Federal Drug Enforcement Agency, and work with U.S. Customs Agency, U.S. Secret Service, the F.B.I., Alcohol, Tobacco and Firearms Agency, Immigration and Naturalization Service, U.S. Coast Guard, National Marine Fisheries Service, and the Food and Drug Administration. Under State law, other enforcement responsibilities include criminal law activities, Boating Registration and Safety laws, search and rescue, environmental laws such as the Wetlands Control Act, Litter laws, Land Use regulations, and the Pesticide Control Act. Also included in Bureau of Marine Patrol responsibility is the Tri-State Shrimp Regulation promulgated by Maine, New Hampshire and Massachusetts under the authority of the Atlantic States Marine Fisheries Commission. Traditionally, the Department of Marine Resources' law enforcement officers have worked cooperatively with all other State, County and Municipal law enforcement agencies. Bureau of Marine Patrol personnel will continue to work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level.

The Bureau of Marine Patrol uses military rank which is a standard part of other law enforcement agencies. This provides for better organizational structure, more efficient chain of command, span of control, and scope of supervision as well as improvement of management capabilities. The Bureau of Marine Patrol consists of the Chief, who is responsible for administration and management; a Captain, who is field Commander and assistant to the Chief. The State is divided into three field Divisions with a Lieutenant in charge of each Division. Each Division is divided into two sections with a Sergeant in charge of four to seven men. They are the first line supervisory personnel and also carry out special investigations and assignments. In addition, there is a Division of Watercraft and Special Services with a Lieutenant in charge. The Bureau operates a Cessna 180 seaplane for enforcement patrol, surveillance and search and rescue missions and also a fleet of 19'-22' inboard and outboard powered patrol boats strategically located along the coast of Maine. The patrol also has a dive team of 4 members.

**Marine Patrol Officer Program.** New Marine Patrol Officers are assigned to work with an experienced Officer for a period of 3-6 months for indoctrination and a probation period after which they are sent to the Maine Criminal Justice Academy at Waterville for a 12 week Basic Law Enforcement Course. This is followed by an intensive 3-6 week training session at our Research Station at Boothbay Harbor in Department of Marine Resources laws and other Department functions. This part of the training also includes boating safety and boarding techniques. The Officer then starts to work alone being assisted by the adjacent Officer and the Sergeant. In-service training seminars are provided during the year for all Marine Patrol Officers.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF MARINE PATROL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 953,259 | 909,040 | 44,219 | | | |
| Health Benefits | 42,018 | 40,011 | 2,007 | | | |
| Retirement | 307,798 | 294,945 | 12,853 | | | |
| Other Fringe Benefits | 14,407 | 13,959 | 448 | | | |
| Other Contractual Service | 201,570 | 192,835 | 5,847 | | 2,888 | |
| Rents | 13,803 | 13,803 | | | | |
| Commodities | 33,953 | 33,953 | | | | |
| Grants—Subsidies—Pensions | 4,151 | 4,151 | | | | |
| Equipment | 131,743 | 131,743 | | | | |
| Transfers to Other Funds | 1,087 | | 1,087 | | | |
| TOTAL EXPENDITURES | 1,703,789 | 1,634,440 | 66,461 | | 2,888 | |

# BUREAU OF MARINE SCIENCES

## RICHARD W. LANGTON, DIRECTOR

*Central Office:* McKown Point, West Boothbay *Telephone:* 633-5572
*Mail Address:* Statehouse Sta. #21, Augusta, Maine 04333
*Established:* 1946 *Sunset Review Required by:* June 30, 1985
*Reference: Policy Area:* 01; *Umbrella:* 13; *Unit:* 188S; *Citation:* 12 M.R.S.A., Sect. 6021

**PURPOSE:** The Bureau of Marine Sciences was established to provide a scientific basis for the rational use of the marine and estuarine resources of the State of Maine. The primary responsibilities of the Bureau are to conduct and sponsor scientific research, to develop management programs for the marine and estuarine species under the jurisdiction of the state; provide advisory services to agencies of state, federal and local government; provide information and technical assistance to all segments of Maine's commercial and recreational fishing industry; and to provide information and education services to the public.

**ORGANIZATION:** The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau incorporates a number of research programs and has been organized into three divisions: Administrative Services, Population Ecology and Resource Services.

**PROGRAM:**

**Administrative Services Division.** The Division of Administrative Services is the support group for the Department's Marine Resources Laboratory located on McKown Point in Boothbay Harbor. The laboratory is the only major fisheries research laboratory in the United States that is located in the Gulf of Maine. The laboratory complex consists of fourteen buildings situated at the tip of a peninsula. Facilities include two piers, two separate wet labs with running seawater systems, a number of research vessels including a small dragger and an 83-foot research vessel for offshore work. Wet lab facilities include adequate tank space for research on a wide variety of boreal plants and animals.

The Laboratory has an aquarium that is open to the public and features displays of marine fish and invertebrates of the Maine coast; a hands-on tide pool and a seal pool are aquarium features enjoyed by visitors and are a great favorite with visiting school groups. There is a small, but specialized, library with more than 2,000 books and monographs and approximately 500 serial titles. One section of the library is devoted to information on fishing gear, gear technology, and fisheries production and is available to the fishing industry. This fishermen's lending library operates by mail and is a part of the communication and education work of the Department.

Other facilities include carpentry and machine shops for gear servicing and fabrication and the repair and maintenance of boats, vehicles, and marine engines. The laboratory is equipped with computer terminals linked to the University of Maine's IBM 370 computer. There are a large array of software programs and four terminals including CRT interactive terminals, a high speed printer, disc storage, and plotting equipment. A large proportion of the research programs at the Laboratory utilize the computer equipment and there is an ongoing computer training program for all of the staff.

**Population Ecology Division.**

*Lobsters:* During 1982, the survey crew sampled 19¼ tons of lobsters from the commercial lobster landings along the coast of Maine. Briefly, some of the findings from the survey were: (1) the catch-effort index was 0.18 which indicates, among other things, a total catch of about 20 million pounds at an average price of $2.14 per pound; (2) the average carapace length of the landed lobsters was about 3½ inches with an average weight of 1.20 pounds which included a 5.8% cull rate in count; (3) the sex ratio of males to females was practically 1:1; (4) approximately 3.8% of the legal lobsters landed at dealers was used for home consumption (not sold to dealers); (5) about 35% of the total traps were made of wire which is a 7% increase over 1981; (6) some 6% of the sampled vessels were skiffs (outboards); (7) approximately 39% of the vessels fishing for lobsters had a crew of 2 or more; (8) in the fall of 1982 as many as 36% of the fishermen in some areas were carring lobsters waiting for an increase in price per pound; (9) lobstermen bought about 3 million gallons of vessel fuel, 44% of which was diesel; (10) these fishermen used about 48 million pounds of bait.

From 1977 through 1982, research personnel collected 9,122 undersized lobsters (less than 81 mm, carapace length) of which 4,382 were marked (punch holes and scutes removed) and 4,740 were tagged, both types were released in the estuary of the Sheepscot River. Research personnel recaptured 719 of the marked lobsters and 831 of the tagged lobsters, while commercial fishermen reported 256 recoveries that had increased to legal size. Movement of the legal-sized returns has been minimal and non directional. In fact, all lobsters have been recovered with 8 miles of the release site, with 56% recaptured less than 1 mile from point of release. A preliminary assessment of growth, based on molt measurements from 198 marked and 448 tagged lobsters revealed an increase in length from 13 to 16% depending upon size and molt frequency within a year. With the continuation of this study, we will be able to accurately measure growth and movement patterns of juvenile lobsters and, perhaps, subsequently the recruitment rates into the commercial fishery.

Additional activities have included such things as: (1) lobster stock assessment and revision of the plan for the New England Fisheries Management Council; (2) attending and participating in public meetings on various aspects of the lobster resource; (3) discussing and distributing literature on the results of our lobster research with members of the lobster fishing industry, legislators, Canadian and U.S. scientists, students, teachers, interested public, radio—t.v. and newspaper reporters; (4) advising and assisting lobster wholesalers and, particularly new retailers on the storage and shipment of lobsters; (5) testifying in court trials on behalf of lobster fishermen who claim lost profits for one reason or another; (6) reviewing various documents in relation to lobsters for other Bureaus in DMR; (7) presenting information and attending meetings of the Statistical Needs Committee of New England under auspices of the Atlantic States Marine Fisheries Commission; (8) preparing quarterly, annual, biennial, completion, and special reports for the Department and National Marine Fisheries Service.

*Herring: Age and Growth Studies*

The Herring Aging Project is funded by a 100% reimbursable contract, on a continuing basis, from the National Marine Fisheries Service, Resource Assessment Division, Woods Hole, Massachusetts. The project is designed to monitor all commercial herring catches in New England. An average of 500 samples per year are processed for lengths, weights, sex and stage of maturity, gonad weight and age composition. All data are sent directly to the National Marine Fisheries Service, Woods Hole, for keypunching and computer storage. The State keeps copies of the sample data for use in management decisions.

In 1982, NMFS began a winter herring research cruise, which extends from Atlantic City, New Jersey to Mount Desert, Maine. All samples from that cruise are processed at Boothbay Harbor. In addition to the usual length, weight, sex-maturity and age data on these fish, this project does stock discrimination work in the form of meristics (right pectoral fin ray counts) and parasite work. These data are sent to Woods Hole for analysis. The combination of information from the commercial catches and the cruise form the basis for the NMFS herring assessment.

In addition to monitoring the commercial catches and processing the cruise samples, a third responsibility began this year in the form of a parasite study on primarily ripe and running herring. The study has centered on the Massachusetts Bay autumn fishery, with some additional samples taken from along the Maine coast, and from the Massachusetts and Rhode Island winter fishery. Samples are processed for all the usual information plus *Icthyophonus hoferi* (fungus); two species of *Eimeria,* a protozoan parasite; larval nematodes and larval cestodes. We are attempting to identify relatively discrete groups of herring both by the total incidence of parasites and by species of parasites observed. Actual identification of the larval nematodes and cestodes is being done by the Food and Drug Administration in Beltsville, Maryland.

In addition to the above work on herring biology, the project leader is designated as the DMR's principal industry contact for herring management purposes; writes the Maine herring management plan and/or regulations; attends New England Fishery Management Council meetings such as Herring Oversight and Herring Technical Working Group (assessment) Meetings; attends state herring management meeting. Days spent on state activities are paid for by the Department of Marine Resources, not by the NMFS contract. In 1982, twelve days were spent working for the Department and included: Council (NEFMC) Herring Oversight meetings; a Maine Guarantee Authority meeting; a DMR Herring Advisory Committee meeting; a State Directors Meeting in Boston on regional herring management; the Fishermens Forum in Rockport; a Washington County purse seine hearing; several days spent working with the Attorney General's office on a lawsuit; a DMR Emergency hearing; and a meeting with the Maine Sardine Council in Brewer.

This project also provides technical assistance to other DMR research projects on methods of aging finfish.

*Hering: Catch Statistics*

The Herring Catch and Effort Statistics program involves the collection and maintenance of herring statistics and herring sampling data from the juvenile and adult fishery along the coast of Maine. This program has operated since 1947 at the Boothbay Harbor facility and is considered vital to the Maine sardine industry. The herring statistics and sample data are essential for the conservation and management of the herring fishery in the Gulf of Maine.

The system involves annual and monthly tabulations of data; coding and preparation of the data for processing at the NMFS, Northeast Fisheries Center at Woods Hole; coordinating information with federal port agents and state sardine inspectors; collecting samples and adult herring data; updating historical tables of herring catches; initiating the weir survey for Maine coastal wardens; gathering adult samples for special studies of spawning herring; managing freezers at sardine plants; supplying inspectors with sample boxes, envelopes and catch cards; collecting herring tags for the herring tagging program; making quarterly and annual reports of the fishery; and publishing a research document yearly.

*Herring: Juvenile and Adult Tagging Studies*

Studies on herring movement conducted during 1982 were made possible through funding from the New England Fishery Management Council (NEFMC).

The objectives of these tagging studies and a brief summary of the results obtained during 1982 include:

Objective 1. To tag spawning stocks of herring along the northeastern coast of Maine and in the vicinity of Jeffreys Ledge, and to determine their patterns of movement and their occurrence in the various fisheries.

Due to the absence of fresh run spawning fish in stop seine and weir catches along the northeastern coast of Maine and the lack of fishing activity in the vicinity of Jeffreys during the spawning period, we were unable to fulfill this objective. Spawning fish were also totally lacking in fish trap catches inshore of Jeffreys in the vicinity of Manchester, Mass.

Goals. To determine whether the spawning stocks along N.E. Maine and in the vicinity of Jeffreys are discrete, their movement patterns and their occurrence in various fisheries. This information is essential for deciding whether to manage each stock as a separate unit or all stocks as a single unit.

Objective 2. To tag summer feeding juveniles in southern Maine and northern Massachusetts to determine their patterns of movement and their occurrence in various fisheries.

No juvenile herring were captured in fish traps located inshore of Jeffreys in the vicinity of Manchester, Mass. in view of the fact that these traps are the only known source of live juvenile herring in the vicinity, we were unable to fulfill objective 2.

Goals. To determine (1) the movement patterns of brit and juvenile herring tagged inshore of Jeffreys and (2) which juvenile and/or adult fisheries they recruit to.

Objective 3. To tag fall migrating adults in the mid coast area to determine their pattern of movement and their occurrence in various fisheries.

To our knowledge, no lots of fall migrating adults were captured in this coastal area and consequently we were unable to fulfill objective 3. The few adults which were present were mixed with schools which contained predominantly juvenile fish.

Goals. To determine the movement patterns of fall migratory adults which are occasionally captured as they move through the mid coast area. Little information is available on these fish but it is suspected that they are moving toward the wintering grounds in Massachusetts Bay.

Objective 4. To continue the storage and processing of returns from the 1980 and 1981 taggings of juveniles (and adults) in order to determine seasonal movement patterns and the spawning stocks they recruit into.

We have continued to process and store tag return information from 1980 and 1981 taggings of juvenile and adult herring. These tagging data hav enot yet been thoroughly analyzed because all the tag returns have not yet been received. Based upon the numbers of long term returns received, the results show that taggings should only be conducted between August and November. We have continued to produce and mail out periodically updated computer printouts of all tag return dates and locations to each fisherman we have tagged from. Several new and useful computer programs were written.

Goals. To develop the quickest and most efficient means possible of processing tag return information, writing tag return letters, printing forms to be mailed to fishermen, and analyzing the data in numerous ways, using DMR computer facilities.

Objective 5. To continue our low-key study on the methodologies involved in holding and tagging brit herring (4-4½ inches) in the field using fine fabric tags.

We successfully tagged 5000 brit herring (3½-4½ inches) at tagging locations during the summer of 1982. Fine fabric tags were used and 24 recoveries were reported from 2 of the 3 taggings.

Goals. To determine the long term movement patterns of brit herring and which juvenile fishery they recruit to.

Other aspects of the herring tagging studies conducted during 1982 include: 1) The initiation of a $5 tag reward on adult fish (10 inches or larger) returned with tag intact. This study will enable us to tag adult fish prior to spawning and by determining the stage of gonadal development of the recovered fish, we can determine when and where spawning occurred. 2) The development of a new method of tagging adult fish from a purse seiner. Although our initial attempt at this was unsuccessful, we have discussed the problems encountered with the captain and we intend to try the method again next summer. 3) The documentation of herring spawning areas in the vicinity of Cutler, Maine. Specific locations of herring spawning activity were recorded. This information was obtained through interviews with lobstermen who reported areas where herring roe was consistently found attached to lobster gear, and handliners who reported areas where herring roe was present in the stomachs of cod fish.

*Herring: Assessment and Prediction of Juvenile Abundance*

Annually, autumn and winter sampling for larval herring in the Sheepscot River estuary of central-western Maine and in Sullivan Harbor of eastern Maine is conducted with buoyed and anchored tidal nets. Spring sampling in eastern, central and western Maine includes coastal and inshore stations and is conducted with high speed trawls. Paired bongo nets and a high speed trawl were used during three surveys (Oct., Nov. and Dec.) for larval herring in the eastern waters on both sides of the international border with Canada. As time permitted, we supervised undergraduate students in studies related to our work. The project leader served on the Scientific and Statistical Committee of the New England Fisheries Management Council.

A preliminary evaluation of larval year class strength is given to those engaged in resource management; a final evaluation is provided in late summer dealing with recruitment of two-year old herring to the Maine Sardine fishery and an assessment of the condition of the spawning stock. The final evaluation is recorded in a Research Reference Document, and appropriate data from the document are prepared for publication in the scientific literature and for presentation at pertinent symposia and meetings.

*Herring: Forecasting Recruitment*

A forecast of recruitment to the 1984 sardine fishery for 2-year-old herring cannot be made using data from larval studies along the Maine coast. Forecasting is based on identifying population characteristics of a given larval year class, noting when these characteristics occurred for previous year classes and using recruitment from these previous classes to form a forecast. (A year class includes all those larvae hatched in the same year, usually in autumn. Recruitment occurs when the fish grow large enough to be captured and marketed by the fishery). Since 1978, the larval population characteristics have fluctuated with larval abundance oscillating around a new average low. However, the forecast for the 1982 fishery for 2-year-old sardines, based on the 1980 larval year class, will be reasonably close to the harvest (12,500 MT forecasted, about 13,233 harvested).

It is assumed that the new low in larval abundance since 1978 suggests a marked decrease in adult spawners in either one or two of three major spawning areas along the Maine coast. One area is located off Machias Bay and Cutler Harbor, another off Boothbay and a third off Saco Bay. Larvae from the third are not adequately sampled. It is possible that during such years of especially low larval abundance, a spawning group may reach a minimum viable size and then be reduced further by some environmental circumstance to a low at which commercial fishing on that individual group is no longer economically feasible.

In addition to collecting data pertinent to forecasting and assessment, two special studies were pursued during 1982. In the first study, an analysis suggested that a new low in annual larval abundance coincided with increased harvests of adult herring and thus reflected a pronounced decrease in certain spawning groups along the coast. The occurrence of a minimum population size and reduction in recruitment from low larval production was considered possible. The need for discriminating between weak and strong spawning groups along the coast was emphasized. The second study was prompted by the low production of larval herring off Maine's eastern coast and the lack of information on the synoptic, adjoining distributions of larval herring in Maine and New Brunswick waters. Three cruises were completed, one each in October, November and December. Scientists from the Department of Marine Resources, the University of Maine and the Bigelow Laboratory of Maine and from the St. Andrews Biological Laboratory of Canada participated in the cruises aboard vessels provided by Canada. American scientists planned and completed the first and third cruises and are presently processing the collected samples. Canadian scientists completed the second cruise and are processing the samples from that cruise.

*Scallops:* In 1977, 1000 scallops were tagged and released in Jericho Bay, and also in upper Penobscot Bay and in the Damariscotta River-Johns Bay area. A reward of $5 is offered for each returned tag and shell. The increment in shell height from time of release and the ring structure of the shells of recaptured scallops were measured to determine growth rate and the relationship between age and ring pattern on the shell. Returns are still being received. Returns to date show a decreasing growth rate with size and a close correlation between the number of rings and time.

A second series of scallops were tagged and released in 1978 for a second measure of growth and age-ring relationship through repeated retrieval via SCUBA divers. The results from this data series are similar to the initial tagging results. The remainder of the scallops tagged in the Jericho Bay area during 1978 were retrieved by divers in 1982.

Monitoring of the fishery for offshore scallops that has developed since 1980 in the Gulf of Maine has shown some basic biological differences between inshore and offshore populations. During 1982, some of these biological characteristics such as fecundity at age, size at first maturity and morphological characteristics of an inshore population were investigated.

The objectives of this work are to determine growth rates of Maine scallops and to evalute the factors which affect growth. Management of the scallop resource encompasses regulations based on scallop size and the biological basis for management must be based upon our understanding of growth and population dynamics of scallops.

*Marine Worms:* The most successful work completed during this first year of the renewed marine worm project was the adaptation of binary coded microwire tags for use with marine polychaetes, particularly *Glycera dibranchiata* (bloodworm) and *Nereis virens* (sandworm). Initially, laboratory experiments were designed to test these tags for retention and any effects on mortality. With these successful results, a proposal was submitted to Sea Grant, to field test the microwire tags. This was immediately funded from discretionary funds. This work involves the placement of tagged *Glycera* and *Nereis* in four different study quadrats. The conservation area in Wiscasset is one site being used since there will be no commercial digging pressures influencing the experiment and valuable background data are available. The other two areas chosen have been productive for their respective species in the past but are not presently being commercially harvested. The bloodworms used for the field work are collected from cooperating dealers' cull buckets, while the sandworms are of commercial size. Each month transects are dug using a random sample design in order to properly sample the surrounding area to determine density and distribution of worms. After these samples are taken, approximately 300 tagged worms of each species are released into their respective study quadrats. Each month the tags carry a different binary coding so as to distinguish each month's populations from one another. We hope to also test movement and spatial distribution in the mud flat with this tagging method.

Presently, an experimental design to measure growth, with the use of microwire tags, both in the field and laboratory is being developed. If some accurate data on annual growth can be obtained, this will be applied to existing length-frequency data to see if there is a good correlation with the theoretical year class structure.

The marine worm project is cooperating with the University of Maine on a project which involves the study of two distinct *Glycera* populations: one at Cod Cove, Wiscasset and the other at Ryther Cove, Islesboro. These populations are being tested with the use of electrophoresis, which examines the genetic make-up of an individual to see if theya re in or out of Castle-Hardy-Wienberg equilibrium. Four conditions must exist for them to be in equilibrium. They are: (1) reproduction must be random, (2) mutations either must not occur or must be in equilibrium, (3) populations must be large enough so that changes by chance in the frequency of genes are insignificant, and (4) there must be no immigration or emigration. This last condition may be the hardest one to meet in this work.

The marine worm project is also supporting a fertilization project in Montsweag Bay. Dr. William Soule has been introducing organic matter to experimental plots to test whether this will increase the populations of *Glycera*. So far, his data have not shown any significant difference between the experimental and control plots.

During the past year, there have been several meetings with dealers and diggers throughout the state to listen to their thoughts and to explain the direction of DMRs worm research. Several talks were presented about Maine's commercial bait worm industry to various groups and testimony was presented on different occasions as to the adverse environmental effects of the proposed Parking/Recreational Facility on the north side of the bridge in Wiscasset.

*Shrimp: Environmental Physiology.* The Gulf of Maine population of *Pandalus borealis,* as with populations of many other species, undergoes periodic extreme fluctuations in abundance. This fairly common phenomenon becomes a serious problem when it occurs in a species that is important economically. Harvesting has an impact on the population that leads to possible confounding of natural and artificially caused fluctuations in abundance. It is essential to sort these two effects out for effective management.

The natural periodic fluctuations in the abundance of shrimp are not well understood, although they seem to bear some relationship to temperature cycles. These temperature correlations are documented, but the mechanics through which they operate are not, nor are other interactions with the environment that might result in major fluctuations in abundance. There may also be a harmonic, or self oscillatory, process inherent in the population dynamics of the species.

The "Environmental Physiology" project was undertaken in 1974 to investigate specific relations between the species and its environment that might play a part in the fluctuations of abundance. The first study was to look for an effect of incubation temperatures a few degrees warmer than average on the survival of the eggs. No such effect was found at a statistically significant level in laboratory experiments, although sublethal effects or slightly increased mortalities still might possibly occur in large natural populations. Studies were also made of the survival and development of larvae in temperatures above those they would normally experience, and again no direct effect of temperature on mortality could be found in laboratory experiments in temperature ranges that would ever be found in their environment. Other studies included the identification of an egg parasite that destroyed substantial numbers of eggs and the demonstration of cyclical variations in fecundity of the shrimp.

Our present research centers around hypothesis commonly expressed in reference to fish with pelagic larvae. If the larvae hatch out of synchrony with the natural food supply, mortality through starvation could be extremely high. Since warm water temperatures accelerate the development of shrimp eggs, it is possible that after a warm winter, the eggs could hatch too soon to encounter the early spring plankton bloom that supplies their food. The normal time for hatching has its peak in March, but unusually warm incubation temperatures could result in substantial hatching in early February, or even in January.

For the past five years we have been monitoring in a limited study area the time of larval hatching and peak abundance; the time, density and duration of plankton blooms; and the feeding characteristics of the larvae. During this period, the hatching of the larvae coincided very well with the plankton bloom, even though both occurred slightly earlier each year. This suggests that a mechanism for synchronizing the two events may be operating.

Experiments have also been conducted in the laboratory to determine the minimum food concentrations in the water necessary to permit capture by the larvae of the minimum ration. These experiments also help indicate the kinds of organisms that make satisfactory food.

Evaluations of a number of parameters such as water temperature, fecundity, larval abundance, food and predator abundance, and incidence of parasites from year to year, may permit predictions of the magnitudes of year classes entering the fishery even 3 to 4 years in advance. These indicators would be early warning signs of "booms" or "busts." If conventional management schemes are not appropriate for extremely cyclic species like the northern shrimp, early warnings would in themselves be a useful management tool. If conventional management is possible, the data collected by such monitoring would be useful in calculating the various parameters needed for more accurate assessment of the stocks and, in addition, the ecological principles involved are very likely applicable to other species of importance.

*Shrimp: Assessment*

During 1982 the shrimp project continued its monitoring program of the northern shrimp population in the western Gulf of Maine. This program consisted of four major tasks: dock sampling and interviews of the Maine fishery, processing of National Marine Fisheries Service (NMFS) bottom trawl survey shrimp samples, development of a shrimp data base management system, and a summer shrimp survey. The program was funded by the Atlantic States Marine Fisheries Commission (ASMFC).

For 1982, the dock sampling job entailed interviewing 60 shrimp boat skippers from January through March at ports ranging from York Harbor in the west to Port Clyde in the east. The interviews produced information on the locations of fishing and on catch rates (e.g. pounds landed per hour dragging). In addition, shrimp samples were procured and returned to the West Boothbay Harbor facilities for laboratory measurement of size frequency, sex composition, parasites, and egg stages of the berried females.

The 1982 winter and spring bottom trawl cruises conducted by the NMFS produced some 76 samples of shrimp from the western Gulf of Maine. These samples were analyzed at the West Boothbay Harbor facilities for species, size, and sex composition, and for parasites and egg stage. The resulting data were tabulated and turned over to the NMFS for incorporation into their bottom trawl survey data base.

During the summer of 1982, a computer science student from the University of Maine at Orono was hired to write computer code for a shrimp data base management system. The system was designed to facilitate the easy retrieval and analysis of shrimp catch and length frequency data from three heretofore separate northern shrimp data bases; the Maine research trawl data, the Maine commercial sample data, and the NMFS bottom trawl survey data.

The 1982 summer shrimp cruise occupied 16 stations in the western Gulf of Maine, ten of which have been occupied annually since 1968 and an additional two of which have been occupied annually since 1975. Bottom tows were made with a standard fine mesh research tri-trawl by the R/V CHALLENGE. Catches of shrimp were cleaned on deck, weighed, frozen, and returned to the laboratory for measurement of size and sex composition. The cruise data provide a time series of shrimp biomass (mean weight per half hour tow) and of the population's age structure. Oceanographic measurements document changes in bottom water temperatures.

The information produced by this program is used by the Northern Shrimp Technical Committee (scientists from Maine, Massachusetts, New Hampshire, and the NMFS) to produce an annual assessment of the Gulf of Maine northern shrimp stock. The Technical Committee's assessment and management recommendations are presented to the Commissioners of the Northern Shrimp Sub-Board of the ASMFC for their consideration in the promulgation of shrimp fishery regulations.

*Groundfish: Tagging*

Tagging of adult groundfish, primarily cod and large flounder, continued during spring and early summer of 1982. As in past years, the R/V EXPLORER was used and tagging operations were again concentrated in the Sheepscot Bay. This was the fifth consecutive year in which taggings of adult groundfish have been conducted. The locations and times of recapture provide important information on the extent of movement of these species.

For the period 1978 through 1982, cod were the most frequently tagged species (1782 tagged, 222 recaptured), followed by dab (675 tagged, 78 recaptured) and yellowtail flounder (330 tagged, 26 recaptured). Limited numbers of haddock, pollock, white, red, and silver hake, blackback flounder, grey sole, and halibut have also been tagged. Cod and pollock tagged in the Sheepscot have been recaptured as far away as 250 miles; dabs have been recaptured as far away as 60 miles.

Many of the larger cod were in spawning condition at the time of tagging. Based on the recapture information, these larger cod apparently dispersed throughout the Gulf of Maine after spawning in Sheepscot Bay. Some moved south to the Massachusetts-Georges Bank area, while others moved eastward along the Maine coast as far as Nova Scotia. In contrast, the flounder species seemed to remain in or near the Sheepscot Bay area for extended periods of time.

A pilot study to determine the feasibility of tagging prerecruit blackback flounder was initiated in 1981. This project was discontinud in 1982 because of difficulties in tagging sufficient numbers of fish to enable the computation of estimates of population size, and mortality and growth rates. Of the 1669 individuals tagged and released in the summer of 1981 only four were recaptured in the research tows and an additional twelve individuals were recaptured and reported by commercial vessels the following fall and winter.

The adult groundfish tagging project is designed to document the extent and timing of the movement of groundfish between inshore Maine waters and the rest of the Gulf of Maine. In also provides information on the abundance of spawning groundfish in the Sheepscot Bay.

*Alewives: Population Biology and Management*

The objectives of this program are as follows:

1. to determine population characteristics of the Damariscotta River alewive stock;
2. to monitor catch, escapement, and production levels of the Damariscotta River alewife run;
3. to estimate density of spawning adults which will yield maximum juvenile emigrant production;
4. to determine escapement levels necessary for maximum recruitment.

In 1982 adult escapement of alewives into Damariscotta Lake was enumerated for the sixth consecutive year. Age composition of the catch and total catch by year class were estimated. Juvenile emigrants were counted and sampled during the summer and fall. Passage counts for adults and juveniles were made with electronic equipment. Data from this study will be very important in determine stocking densities for lakes in the lower Androscoggin drainage which are scheduled for introductions of anadromous alewives upon completion of the Brunswick fishway. The information will also be useful in other watersheds where commercial alewife runs may be maintained by truck stocking.

*Projected plans through 1983*—Continue enumerations of adult and juvenile emigrants and age composition of the catch at Damariscotta Lake in order to provide baseline data over an entire life cycle of the species.

This research project is monitoring the population biology of a stock of anadromous alewives *(Alosa pseudoharengus)* in the Damariscotta River. Previous research has demonstrated that most anadromous alewife stocks exhibit similar population responses to environmental changes and exploitation and that information on the dynamic processes of one stock can be used for management of other stocks. The Damariscotta River population has been selected for monitoring because it is one of the major commercially harvested populations in the state and has sustained a relatively stable population despite high fishing mortality rates (92 to 98% of the spawning run fish are harvested each year).

Current research is directed towards the exploration of parent-progeny relationships. Field studies include sampling and estimating the immigrant spawning run, sampling and monitoring the commercial harvest, and sampling and estimating the magnitude of the crop of juvenile emigrants. The data, thus far, support a model of this species' dynamics which incorporates an asymptotic parent-progeny relationship. The projected relationship between the spawning stock and the production of juveniles is based on the carrying capacity of the natal watershed and the major limiting factor is a function of intraspecific competition for the standing crop of zooplankton.

Available data suggest that there should be an optimum range of spawning stock density for any given watershed; management efforts which increase the escapement of greater numbers of spawning run fish beyond this range will ultimately depress production of offspring. This concept has implications for our run restoration program which supports the construction of fishways; fishways are important, but optimum fish production will not be attained if the numbers of fish passing through the fishways are not controlled.

### *Environmental Data Monitoring: Physical Data*

This part of the project was being conducted by National Marine Fisheries Service (NMFS) until that agency ceased operations at the Boothbay Harbor Laboratory. Since 1973, the work has been continued by the Maine Department of Marine Resources.

Ten variables are instrumented for recording, but at present, six variables are being recorded; all but salinity (one reading per day) are being recorded continuously. Tabulations and summaries of sea surface temperature, sea bottom temperature, air temperature, salinity, precipitation, and barometric pressure are being kept up to date, with monthly summaries available shortly after the end of each month. Continuous recordings of wind speed and direction, tide level, and dew point are ordinarily filed and are available on request, but have been temporarily discontinued because of equipment failure.

All past records (some dating back to 1905) of sea surface temperature, sea bottom temperature, air temperature, and salinity for Boothbay Harbor have been digitized on magnetic tapes, and are updated on a monthly basis.

Dissemination of the information has been to a regular mailing list of weekly, monthly, semi-annual, and annual users; by special requests to foreign, federal, and state agencies; to academic institutions; to businesses; and to private individuals. Monthly tide data are furnished to four media outlets in the state, and monthly summaries of environmental data are included in the weekly newsletter of DMR and are published in the weekly newspaper, "The Boothbay Register." A new issue of a Research Reference Document is issued each year to update the complete record of sea surface temperatures. Sea surface temperatures are included in the monthly "Maine Climate" issue of the Northeastern Regional Climate Program publication.

The immediate goal of this portion of the project is to establish and maintain a stable and continuing source of high-quality baseline physical environmental data for the use of scientists and any members of the general public who may be concerned with the marine environment.

In the longer range, the goals are: (1) to achieve full automation of data processing in order to reduce hand tabulation; (2) to reduce backlogs of data to magnetic tape records and summaries; and (3) to archive original, historical data for safe storage.

### *Environmental Data Monitoring: Biological Data*

This part of the project was also being conducted by NMFS until that agency ceased operations at the Boothbay Harbor Laboratory. Sicne 1973, the work has been continued by DMR.

At present, one species, the green crab *(Carcinus maenas)*, is receiving the attention of the project. The green crab is of minor commercial value, principally as bait, but its primary importance in Maine (as well as Massachusetts and New Hampshire) has been because of its grossly damaging effect as a predator on soft-shell clams when it is overly abundant. The abundance of this species has historically followed very closely the major cycles of sea surface temperature. When annual mean temperatures (winter temperatures in particular) are high, crab abundance is high; when temperatures are low, crab abundance is much lower.

In the absence of any significant commercial fishery on the species, relative seasonal abundance is estimated by DMR through monthly trapping in the Boothbay Harbor and Southport areas and by shore samples taken in the fall at approximately 20 stations along the coast from Kittery to Perry.

An update of a Research Reference Document is issued each year to describe the status of the green crab population along the Maine coast.

The short-term goal of this portion of the project is to determine the relative status of green crab abundance along the Maine coast on an annual basis.

In the longer term, the goal of the project is to serve a predictive purpose in relating temperature trends to trends in crab abundance and its ultimate effect on soft-shell clam stocks.

## Resource Services Division

### *Shellfish: Public Health Monitoring and Research*

The State of Maine, under the guidelines of the National Shellfish Sanitation Program

(Manual of Operations, Public Health Service Publication No. 33, Part I, Sanitation of Shellfish Growing Areas, Part II, Sanitation of the Harvesting and Processing of Shellfish) regulates fresh and frozen oysters, clams and mussels but does not regulate lobsters, crabs or fish. The Department of Marine Resources has been given legal authority under Title 12, Sec. 6051, Sec. 6172, 6192, 6621 and 6856 to carry out this responsibility.

Shellfish processors are inspected and certified by the Department. The Boothbay Harbor Laboratory assists in this process by examining shellfish, either shell stock or shucked, to determine their bacterial quality and overall suitability as a food.

Oysters, clams and mussels feed by filtering their food from large quantities of water in the growing area. By this process, oysters, clams and mussels may be expected to accumulate and concentrate whatever is in the water, including pathogenic organisms, radionuclides, industrial wastes or marine toxins. It has been amply documented by epidemiological investigations of disease outbreaks that the consumption of shellfish from polluted or contaminated growing areas is a pernicious custom if persisted in, with numerous examples of typhoid and infectious hepatitis being documented. It has been well established that shellfish harvested from waters meeting the approved area classification will not be involved in the spread of disease which can be attributed to initial contamination of shellfish.

Because of changing conditions, it is a continuing and ongoing process to determine the suitability of shellfish growing areas as to their sanitary quality in regard to the harvesting of shellfish. In Maine it is necessary to investigate and evaluate sanitary pollution and marine toxin contamination and in each growing area DMR conducts:

1) sanitary surveys to determine sources and extent of pollution;
2) coliform bacteria enumeration to determine water quality,
*i.e.:*
    a) less than 70 most probable number (70 MPN)—approved area;
    b) 70-700 MPN—moderately polluted;
    c) 700 MPN + —grossly polluted;
3) hydrographic studies as needed to determine circulation, dilution, water available, etc.

The suitability of growing areas in relation to sanitary pollution is determined by water quality and sanitary surveys and not by shellfish quality. It is possible, using this method, to permit the seasonal opening of polluted areas because of changing conditions in pollution sources and resulting water quality.

Marine toxin contamination (paralytic shellfish poisoning; PSP) is determined by a standard mouse bioassay method on the shellfish themselves. Selected monitoring stations along the coast have been established to determine this and areas are closed when toxin levels reach 80 micrograms per 100 grams of shellfish meats and are reopened when toxin levels are below 80. Extensive sampling has allowed for smaller closed areas during periods of low to moderate toxicity. Mussel and clam samples are collected from 18 primary sites and 200 secondary sites each week to differentiate the presence and absence of toxin. This extensive sampling assures the public of safe mussels and clams. 1982 was a low intensity PSP year. Increased industry cooperation has lessened the impact of PSP closures. In 1982 3,075 samples were processed using 9,900 mice in the bioassay.

A program to survey the winter distribution of the toxic organism responsible for PSP in this region was undertaken in the fall of 1980. The objective of the study is to establish a biogeographical baseline record, and to determine if the locations of these overwintering cysts in intertidal sediments of coastal Maine could be useful as a predictive tool for pinpointing future geographic locations of shellfish intoxication.

During the winter 1981-82, 144 samples were collected at DMR primary and secondary PSP stations and other sites between Kittery and Eastport for analysis of the presence of cysts. The environmental predictive index for PSP continues to be as evasive as ever. Data derived from our resting cyst surveys does not show a consistent positive correlation between PSP rise in shellfish and the presence of cysts. Study will continue in 1983. A research paper has been submitted to the *Canadian Journal of Fisheries and Aquatic Sciences* which describes this work.

In cooperation with the Hancock Foundation of the University of Southern California, DMR is evaluating the potential use of house flies as an alternate method for PSP bioassay. This test is at present at the investigative stage with many technical and procedural problems to be resolved. If and when this bioassay method is adopted, we may have a more accurate and much cheaper bioassay for PSP.

*Shellfish: Survey of Waste Discharges to Shellfishing Areas*

Since March 1, 1980, numerous shellfishing areas that are currently closed to all harvesting were surveyed to determine their pollution problems, water quality trends, shellfish production and dollar value. The intent of the project, presently funded by Coastal Zone Management and the Maine State Planning Office, is to provide the necessary data and technical support required for the enforcement and abatement of all untreated domestic and industrial discharges within commercially harvestable shellfishing areas. Both the Department of Environmental Protection, Bureau of Water Quality Control, and the Attorney General's Office have found this information to be essential in establishing residential abatement priorities. Due to the legal implications of enforcement measures such current information has been made available to those agencies involved.

The Department of Marine Resources, Division of Resources Services, has gained considerable knowledge in relation to shellfish abundance, pollution levels within our growing areas, adequacies, and in some cases, deficiencies, in our boundary lines, changes in area status once abatement has been achieved, and the degree of abatement required in order to comply with the National Shellfish Sanitation Program (NSSP). During 1982, 8 additional shellfish producing areas were monitored and reviewed. Results now indicate a marked improvement in both water quality and pollution abatement within the majority of those areas surveyed.

As a result, of this work 9,000 + bushels of soft-shell clams having a wholesale value exceeding $200,000 will be harvested within the near future. These figures, in conjunction with those compiled during the 1980 study, will raise the 3 year total to 31,372 bushels having a combined wholesale value exceeding $826,416. This trend shows that approximately 50% of the areas selected for the DMR-DEP abatement program, will be reclassified for shellfish harvesting once abatement has been established.

The project, "Survey of Waste Discharges to Shellfishing Areas," was designed to satisfy two major objectives. The first objective was to locate and identify all untreated outfalls discharging domestic and/or industrial wastes into tidal waters, particularly in areas where shellfish were found.

The second objective was to issue applications for waste discharge permits to those property owners whose sewerage systems, or lack of systems, were not conforming to state regulations.

The only areas not surveyed were those municipalities that were covered under a variance due to proposed municipal treatment, or areas currently served by a municipal treatment facility.

In addition to those major objectives, information pertaining to current bacterial levels in intertidal waters and the location of primary monitoring stations, was to be included.

Data acquired were to be presented in a format that could be utilized by both state and federal agencies, regional planning commissions, and local conservation and/or environmental groups.

**Marine Pathology**

The pathology unit determines what diseases and parasites are present in shellfish populations along the Maine coast to prevent the transfer of potentially harmful organisms from one area to another; examines live imports of marine organisms to assure that importation will not be detrimental to our native marine life; diagnoses diseases in fish, shellfish and crustaceans submitted for pathological examination by the commercial fishing and aquaculture industries, other DMR projects, private individuals and other laboratories; and conducts studies of a blood viral infection (PEN) in cod, herring and other marine species.

For our disease and parasite survey, 882 blue mussels, *Mytilus edulis*, were collected from 20 locations from York to West Quoddy Bar, Maine.

Seven hundred and ninety three shellfish were submitted for examination, including 89 *Mytilus* from Deer Island, N.B. Canada; 8 *Macoma balthica*, 50 *Mytilus edulis* and 606 soft shell clams, *Mya arenaria*, from the Dennysville area; 36 sea scallops, *Placopecten magellanicus* from the Boothbay area and 4 sea scallops from the Waldoboro area.

The Dennysville area shellfish were received from Maine Medical Center for a study of tumors and extra siphons associated with a pesticide/herbicide spray-drift accident of June, 1979. One clam had an extra siphon, and tumors and tumor forming cells were found in many other clams.

The sea scallops from Waldoboro had a bacterial disease that causes large abscesses throughout the adductor muscle and viscera, making the scallops unmarketable. This disease has, in previous years, resulted in 15-20% of the sea scallops from the Damariscotta River being discarded. Histological slides were prepared from sea scallops from Boothbay for a study of gonadal tissue.

In July, residents of Wiscasset reported an unknown yellow substance in the water. Microscopic examination revealed the substance to be pollen, apparently from some kind of grass, not oil as originally feared.

Mussels received from Canada were examined for import into the U.S.

Mackerel, *Scomber scombrus,* and rock crabs, *Cancer irroratus* were collected from the Boothbay area for the National Marine Fisheries pathobiology laboratory at Oxford, Maryland. Blood slides and tissue imprints of various organs of mackerel were prepared for evidence of parasites and diseases, rock crabs were provided for heavy metals analyses and parasite studies.

Analysis of lead content in rock crabs from the Boothbay area showed, unexpectedly, lead levels as high as those from a New York dump site and higher than those from a Philadelphia waste disposal site. Mussels were also collected from the Cape Elizabeth and Trescott areas as part of Oxford's disease survey along the Atlantic seaboard.

Blood samples were taken from fish at Lower Range Pond, Poland, Maine for evidence of Piscine Erythrocytic Necrosis (PEN). This pond is on DMR's list as a potential new spawning area for alewives.

A pathogenic microsporidian, *Glugea hertwigi,* wiped out smelt populations off Kittery, Maine in the 1950's and in the Great Lakes during the past several years. As time allows, smelt from different areas in Maine are monitored to determine whether this infection is reaching epidemic proportions in any area. Only one sample of smelt was obtained this year, from Salt Bay, Damariscotta. The level of infection was similar to that found in past years for this area.

TCBS agar plates were supplied to Maine oyster hatcheries so that they could routinely monitor their areas for *Vibrio* infections and thus keep losses to a minimum.

In February pathology unit staff attended a shellfish relocation conference at the Maine Biological Laboratory, Woods Hole, Massachusetts. Representatives from NMFS, EPA, Marine Biological Laboratory, Woods Hole Ocenaopgraphic Institution, DMR, Virginia Institute of Marine Sciences, Fisheries and Oceans of Canada, Maine Aquaculture Association, Rhode Island Division of Fish and Wildlife and Massachusetts Division of Marine Fisheries attended the meeting to draft shellfish relocation regulations and formulate a policy statement.

In October a meeting was held with representatives of the French Government and U.S. Government Federal Drug Administration representatives to discuss the development of agreements which would allow Maine shellfish (primarily oysters) to be shipped into France.

### Coastal Marine Resources Inventory

The Coastal Marine Resources Inventory is a Department of Marine Resources (DMR) program initiated by the Department of Environmental Protection (DEP) and funded by the Coastal Energy Impact Program through the State Planning Office. The objectives of this program are: 1) to inventory the coastal marine resources of significant commercial, recreational, ecological and aesthetic value, 2) to develop necessary resource information for oil spill protection and post-spill damage assessment, and 3) to support a DMR team of oil spill response/damage assessment personnel.

The first two years of the program, initiated in June, 1979, were spent in inventorying the marine resources of Casco Bay, an area of intense oil transfer activities. Since no area of the Maine coast is immune to the threat of oil spills the resource inventory was extended to the coastal area between Small Point and Pemaquid Point during 1982 and to the coastal area between Pemaquid Point and Spruce Head during 1983. Initiated in June of 1982, this year's study is partitioned into four tasks addressing the project objectives.

The first task of the study is the resources inventory. Selected marine resources susceptible to oil spill damage are being identified, located and surveyed. Information relevant to oil spill response and damage assessment are being developed for each resource. This information will be used to prepare a marine resources atlas and catalogue, copies of which will be provided to DEP, State Planning and other appropriate agencies. To date, information on 100 resources and 42 clam flats has been collected, catalogued and charted.

The second task of the study is shoreline classification. The shoreline will be classified according to oil residence time in affected sediments. This will be based upon data provided by the Maine Geological Survey and the literature. The information will be presented in the form of an oil persistence atlas.

The third task of the study is a literature review. Oil pollution literature is being reviewed and relevant information documented. Oil toxicity and effects data are being included in quick reference tables. Litigation and assessment data will be incorporated into the DMR oil spill contingency plan. A computer search has provided over 190 abstracts which were reviewed and indexed, along with numerous articles from the DMR library. Ninety-three entries on 44 species with 41 references have been added to the quick reference tables to date.

The fourth task of the study is a provision that, should an oil spill occur during the study, the DMR Oil Spill Contingency Plan would be implemented thus allowing the study staff to respond to and assess damage from an oil spill.

The current study will be completed in May, 1983. As each section of the coast is completed, the Coastal Marine Resources Inventory enhances the capabilities of the DEP to protect vulnerable marine resources from spilled oil and provides the DMR with the necessary information to adequately assess oil spill damages to marine resources. It is anticipated, contingent upon adequate funding, that this program will continue so that the entire Maine coast will benefit from the improved oil spill protection and assessment faculties of the DEP and the DMR.

**PUBLICATIONS:**

Laboratory Series #18, West Boothbay Harbor Laboratory Fisheries Volume 7(1), January-February 1982.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF MARINE SCIENCES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 911,585 | 602,595 | 42,177 | | 266,813 | |
| Health Benefits | 36,646 | 24,035 | 1,415 | | 11,196 | |
| Retirement | 146,480 | 96,615 | 6,841 | | 43,024 | |
| Other Fringe Benefits | 5,840 | 3,952 | 214 | | 1,674 | |
| Other Contractual Service | 261,711 | 171,931 | 33,052 | | 56,728 | |
| Rents | 4,068 | 3,229 | 40 | | 799 | |
| Commodities | 112,580 | 88,017 | 5,307 | | 19,256 | |
| Grants—Subsidies—Pensions | 9,716 | 9,578 | | | 138 | |
| Equipment | 20,476 | 12,933 | 5,500 | | 2,043 | |
| Transfers to Other Funds | 8,113 | | 1,326 | | 6,787 | |
| **TOTAL EXPENDITURES** | 1,517,215 | 1,012,885 | 95,872 | | 408,458 | |

# MAINE MARITIME ACADEMY

**DR. LEONARD C. MEAD, PRESIDENT, BOARD OF TRUSTEES**
**REAR ADMIRAL E. A. RODGERS, Superintendent**

*Central Office:* Castine, Maine *Telephone:* 326-4311
*Mail Address:* Castine, Maine 04421

*Established:* 1941 *Sunset Review Required by:* June 30, 1989

*Reference: Policy Area:* 02; *Umbrella:* 75; *Unit:* 370; *Citation:* 1941 P&SL Chap. 37

*Average Count—All Positions:* 165 *Legislative Count:* N.A.

*Organizational Units:*
- Board of Trustees
- Board of Visitors
- Office of the Superintendent
- Practical Training Division
- Academic Division
- Administrative Division
- Student Affairs Division
- Center for Advanced Maritime Studies

**PURPOSE:** The mission of the Maine Maritime Academy is to carry on Maine's heritage of the sea by providing for young men and young women as U.S. Maritime Service Cadets, a comprehensive course of instruction and training in a professional, intellectual, and military environment which will qualify them for leadership as officers in the U.S. Merchant Marine and in the U.S. Naval Reserve and as responsible citizens in society. In achieving this goal, the objectives of the Academy are to give students the professional training and academic background necessary for licenses in the U.S. Merchant Marine, and baccalaureate degrees and commissions in the U.S. Naval Reserve; to provide a program of sufficient depth to prepare graduates to become leaders in the maritime industry both at sea and ashore; to develop in students a strong sense of duty, honor, and service to their country and to their profession; to develop in students the self-discipline and stamina needed for professional careers; and to stimulate in students an intellectual curiosity in the natural and social sciences and the humanities.

**ORGANIZATION:** The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through five divisions listed in the organizational Units above. The most recent, the Center for Advanced Maritime Studies was established in January 1981 in response to the requirements from the Coast Guard for refresher training in various license categories, and to the interest of maritime operating companies for specialized training in such areas as emergency medical training, diesel engine training and special licenses for tanker operation. Although the academy is now coeducational, its basic mission and objectives remain unchanged.

Under the policy guidance furnished by the Board of Trustees, the Superintendent of the Academy is the principal executive, being assisted by five principal division heads, each of whom oversees his respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy of $100,000 from the Maritime Administration. The Training Ship "State of Maine" is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget.

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of $4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

**PROGRAM:** Academy enrollment at the beginning of the fall term, September 1982, stood at 649. Of these 159 were seniors, 149 juniors, 166 sophomores and 175 freshmen. The student body included 19 women. Students from the State of Maine numbered 481 or 74% of the total. There were 157 students from other states and 11 students from abroad, 4 from Liberia and 7 from Malaysia. In addition the academy accepted a special student not enrolled in the degree program from Japan. The Bachelor of Science degree was awarded to 159 graduating seniors in April 1983. Due to extremely depressed conditions in the maritime industry graduates have experienced considerable difficulty in finding deep sea billets. By the end of June approximately 54% of the graduates of the class of 1983 had found employment. Twenty-four graduates accepted active duty assignments with the U.S. Navy.

The annual training cruise was conducted in the months of May and June following graduation of the senior class. The ship made port calls at Norfolk, Va., Philadelphia, Pa., St. George, Bermuda, Funchal, Madeira, St. John, New Brunswick, and Bar Harbor before returning to Castine on June 26.

During the year several construction projects, including the addition of an elevator for handicapped access to the student union building, Baron Castin Hall, and major roof repairs were completed. Work was begun on the major reconstruction of the waterfront area where old structures dating from the earliest years of the Academy are being replaced by Payson Hall, which will house the small boat maintenance and repair facilities and various engineering and welding laboratories.

Evening programs during the fall and spring terms and an extensive array of courses, seminars, and meetings during the summer months play an increasing role in the Academy routine, as wider opportunities for adult study and community interests are accommodated. The addition of these programs assures year-round utilization of Academy facilities. The Center for Advanced Maritime Studies continues to offer advanced professional maritime training courses on a year-round basis. The One Hundred Eleventh Legislature passed and the governor has signed legislation authorizing the Board of Trustees to institute post-graduate courses leading to the degree of Master of Science in Maritime Administration. Courses are being developed with the first offerings now scheduled for the spring and summer of 1984.

Although applications from prospective students declined for the second year in a row, to 556 from 723 in the previous reporting period, reservation deposits from students accepted have increased considerably, resulting in an unexpectedly large anticipated entering class for September 1983. Although the actual entering number will be somewhat reduced, some 242 deposits had been received by June 30. Total enrollment as of date of beginning classes, September 6, is anticipated to be 674 students.

**LICENSES, PERMITS, ETC.:**

Bachelor of Science degree.

**PUBLICATIONS:**

| | |
|---|---|
| Maine Maritime Academy Catalog | (no charge) |
| *Maine Maritime Academy—The Formative Years 1941-1966* by Howard C. Jordan | $5.00 |

**FINANCES, FISCAL YEAR 1983:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

## MAINE MARITIME ACADEMY
**Statement of Current Fund Revenues,**
**Expenditures and Other Transfers**
**Year ended June 30, 1983**

| | **Unrestricted** | **Restricted** | **Total** |
|---|---|---|---|
| Revenues: | | | |
| Tuition and fees | $1,989,077 | | $1,989,077 |
| Federal appropriations | 141,140 | | 141,140 |
| State appropriations and grants | 2,834,550 | 54,798 | 2,889,348 |
| Federal grants and contracts | 8,686 | 729,894 | 738,580 |
| Private gifts, grants and contracts | 509,450 | 49,556 | 559,006 |
| Endowment income | 16,021 | 11,584 | 27,605 |
| Sales and services of auxiliary enterprises | 2,438,427 | | 2,438,427 |
| Other income | 408,425 | 225 | 408,650 |
| Total current fund revenues | 8,345,776 | 846,057 | 9,191,833 |
| **Expenditures and mandatory transfers** | | | |
| Educational and general | | | |
| Instruction | 1,536,973 | 481,789 | 2,018,762 |
| Public service | 167,025 | 2,922 | 169,947 |
| Academic support | 373,040 | 11,083 | 384,123 |
| Student services | 659,374 | 34,264 | 693,638 |
| Institutional support | 1,254,316 | 1,717 | 1,256,033 |
| Operation and maintenance of plant | 1,063,367 | 26,403 | 1,089,770 |
| Scholarships and fellowships | 15,800 | 231,908 | 247,708 |
| | 5,069,895 | 790,086 | 5,859,981 |
| Mandatory transfers for: | | | |
| Principal and interest | 37,642 | | 37,642 |
| Loan fund | 89 | 5,000 | 5,089 |
| Total educational and general | 5,107,626 | 795,086 | 5,902,712 |
| **Auxiliary enterprises:** | | | |
| Expenditures | 2,063,765 | 50,971 | 2,114,736 |
| Mandatory transfers for: | | | |
| Principal and interest | 130,126 | | 130,126 |
| Renewals and replacements | 13,100 | | 13,100 |
| Total auxiliary enterprises | 2,206,991 | 50,971 | 2,257,962 |
| Total expenditures and mandatory transfers | 7,314,617 | 846,057 | 8,160,674 |
| **Other Transfers and additions (deductions)** | | | |
| Excess of restricted receipts (expenses) over transfers to revenues | | 49,886 | 49,886 |
| Unrestricted gifts allocated to other funds | (32,900) | | (32,900) |
| Net allocation of unrestricted resources from (to) other funds | (891,408) | | (891,408) |
| Total transfers | (924,308) | 49,886 | (874,422) |
| Net increase in fund balance | $ 106,851 | 49,886 | 156,737 |

# STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS

**RUSSELL C. COTNOIR, SR., CHAIRMAN**

*Central Office:* Rt. #17, Kents Hill, Maine *Telephone:* 685-9330
*Mail Address:* P.O. Box 215, Kents Hill, Maine 04349

*Established:* 1973 *Sunset Termination Scheduled to Start by:* June 30, 1983

*Reference: Policy Area:* 01; *Umbrella:* 90; *Unit:* 371; *Citation:* 32 M.R.S.A., Sect. 63

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** It is the purpose of the Board to adopt and amend rules and regulations including but not limited to standards for courses of study for administrators, requirements for the training, experience and qualifications for the licensure of administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one-year period.

**ORGANIZATION:** The State Board of Licensure of Administrators of Medical Care Facilities other than Hospitals consists of 8 members appointed by the Governor. The members must be citizens of the United States and residents of the State of Maine. One member is a physician licensed to practice medicine or osteopathy with not less than 5 years of active practice within the State. A second member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. Another member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. Three members are administrators of medical care facilities other than hospitals with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 2 consecutive full terms. The board meets at least once each year and at such other times as may be provided by the resolution of the board. A quorum of the board consists of a majority of its members. The board elects a chairman and determines the necessary procedures for the conduct of its business.

**PROGRAM:** The Board held monthly meetings throughout the year. There have been two written and oral examinations given and licenses granted when all the qualifications have been met. The Board has returned to the 48 continuing education hours every two years to meet the requirements for re-licensure.

The present rules and regulations are in the process of being re-written, to clarify and update, where necessary to meet any new requirements. The approval or denial of Continuing Education Courses for credit has taken a great deal more time than previously anticipated. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses, and reciprocity. All applications were acted on at Board meetings.

**LICENSES, PERMITS, ETC.:**

- License:
  - Administrator
  - Temporary Administrator

**PUBLICATIONS:**

Continuing Education Guidelines (free)
Rules, Regulations and Statutes Concerning the Board (free)
Listing of Board Approved Correspondence Courses (free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 6,720 | | 6,720 | | | |
| Other Contractual Service | 10,736 | | 10,736 | | | |
| Rents | 1,568 | | 1,568 | | | |
| Commodities | 233 | | 233 | | | |
| Transfers to Other Funds | 1,824 | | 1,824 | | | |
| **TOTAL EXPENDITURES** | 21,081 | | 21,081 | | | |

# MAINE MEDICAL LABORATORY COMMISSION

## PHILIP W. HAINES, Dr. P.H., CHAIRPERSON

*Central Office:* Human Services Bldg., Augusta *Telephone:* 289-2727
*Mail Address:* Statehouse Sta. #12, Augusta, Maine 04333

*Established:* 1975 *Sunset Termination Scheduled to Start by:* June 30, 1992

*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 359; *Citation:* 22 M.R.S.A., Sect. 2026

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories.

**ORGANIZATION:** This is a reorganization of the 1967 Maine Medical Laboratory Advisory Commission that clarifies its role and adds consumer members on the Commission.

Consists of a chairman (Commissioner of Dept. of Human Services or his designee) and nine additional members appointed by the Governor. There are three consumer members and six (6) provider members with staggered terms.

**PROGRAM:** The Commission meets when necessary and conducts business by mail whenever feasible. During FY 83, four laboratories applied for and were granted licenses, bringing to six the number of licensed private medical laboratories. These laboratories were inspected by the Public Health Laboratory's Laboratory Certification Supervisor, and are reinspected annually.

**LICENSES, PERMITS, ETC.:**

License:
- Private Medical Laboratory

**PUBLICATIONS:**

1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free
3. Rules and Regulations—free

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to less than $100.00 in FY 83 and are, by administrative decision, included with those of the Bureau of Health.

# MENTAL HEALTH ADVISORY COUNCIL

**MICHAEL DeSISTO, Ph.D., DIRECTOR, BUREAU OF MENTAL HEALTH**
**THOMAS J. KANE, D.S.W., CHAIRPERSON**

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse, Sta. #40, Augusta, Maine 04333

*Established:* 1977 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 196; *Citation:* 34 M.R.S.A., Sect. 2003

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Council provides citizen contribution to the identification of needs, resources, goals and objectives for the Mental Health System. The Council mechanism allows the opportunity for many Maine citizens to:

a. Review departmental policy and plans to assure that they are consistent with the needs and wishes of Maine people;
b. Consider solutions to mental health problems which are impacted by socio-demographic and economic conditions within the state;
c. Consider the cross cutting areas between the mental health system and the corresponding health, human service and educational systems; and
d. Advise the department relative to the capital construction of mental health care facilities.

**ORGANIZATION:** There are thirty (30) members appointed by the Governor to represent both the consumer and provider communities. The Governor's Mental Health Advisory Council meets monthly to discuss matters of departmental policy and broad program issues. Representatives from the department, including the Commissioner and the Bureau Director of Mental Health, meet with the Council to present plans, issues, concerns and to discuss these matters with Council members. The Council reviews, recommends and subsequently approves the State Mental Health Services Plan as drafted by the department.

**PROGRAM:** The Council's activities encompass matters involving broad policy and program issues, the long range planning for mental health services, including preparation of the annual update of the Maine Mental Health Plan. During 1983, the Council advised the Department concerning several pieces of legislation regarding community mental health services, and actively supported legislation to increase insurance reimbursement for mental health services. The Council reviewed the recommendations of the Audit and Program Review Committee relating to mental health, and provided comprehensive advice to the Department concerning those recommendations. The Council was also involved in reviewing federal funding cutbacks, tax indexing, and legislative appropriations concerning mental health, including a comprehensive review of the Bureau's biennial budget. Also, various members of the Council were involved in Departmental planning groups regarding the implementation of a discharge study, a review of children's mental health services, and development of a format for public input concerning mental health services.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division (Mental Health and Mental Retardation).

# DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

**KEVIN W. CONCANNON, COMMISSIONER**
**TIMOTHY P. WILSON, Associate Commissioner, Programs**
**RONALD R. MARTEL, Associate Commissioner, Administration**

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333

*Established:* 1939 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 191; *Citation:* 34 M.R.S.A., Sect. 1

*Average Count—All Positions:* 2,061 *Legislative Count:* 2,131.5

*Organizational Units:*

| | |
|---|---|
| Bureau of Mental Health | Mental Health Advisory Council |
| Bureau of Mental Retardation | State Planning & Advisory Council on Developmental Disabilities |
| Affirmative Action Office | Maine Committee on Problems of the Mentally Retarded |
| Administrative Services Division | Commission on Mental Health Manpower Development |
| Program Services Division | Interdepartmental Coordinating Committee |
| Office of Advocacy | |

**PURPOSE:** The Department of Mental Health and Mental Retardation was established to enhance the quality of life for mentally handicapped and developmentally disabled persons by helping them to meet their needs for personal, social, educational, vocational and economic development, to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine. The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons under its jurisdiction. The Department also exercises general supervision, management and control of research and planning, grounds, buildings and property, employees and patients of the State institutions within its jurisdiction.

**ORGANIZATION:** The Department of Mental Health and Mental Retardation was established in 1939 as the Department of Institutional Services. Its present composition and designation evolved out of the development of a separate Department of Corrections by the Legislature in 1981. Intradepartmental divisions provide for the general administration, planning and management of mental health, mental retardation and children's services as required by statute. Additionally, the Legislature has established a number of advisory committees and councils that serve in an adjunct capacity to provide public input to the Department's planning and decision-making processes.

Within the central administration, the Associate Commissioner for Programs, as head of the Program Services Division, provides supervision, leadership, direction and support to the following components: Division of Planning, Staff Development Office, Office of Information and Public Affairs, Developmental Disabilities Council Coordinator and Division of Children's Services.

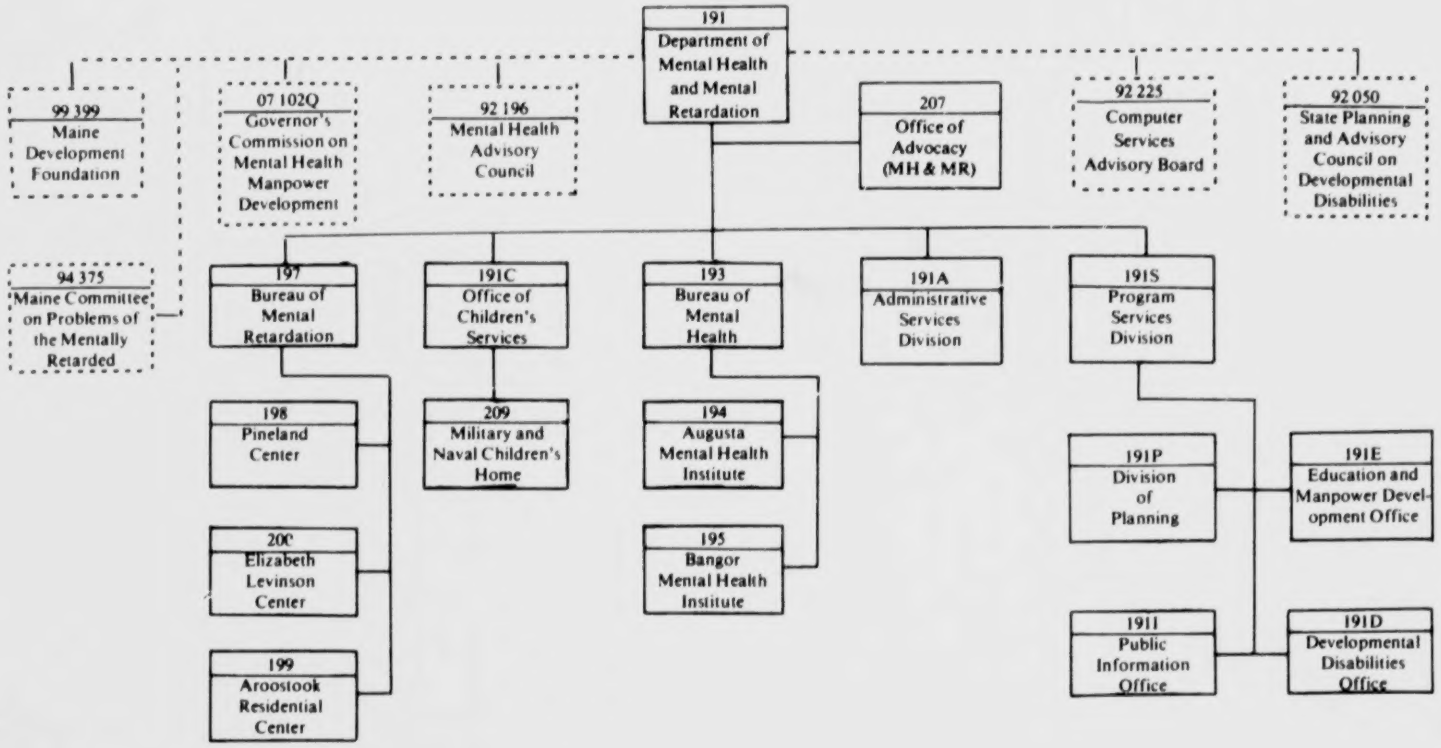
The Associate Commissioner for Administration, as head of the Administrative Services Division, is responsible for all of the Department's financial affairs as well as personnel and employee relations matters.

Each of these Divisions is described more fully in separate sections of this report, as are the responsibilities and functions of the Bureaus of Mental Health and Mental Retardation, and the Department's institutions.

**PROGRAM:** Specific program information pertaining to FY 83 is included in the separarte reports of the Department's subdivisions.

There are, however, several major accomplishments worthy of emphasis: For the first time in the history of the department, the three major institutions, Pineland Center, Augusta

# ORGANIZATIONAL CHART
# DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION
## UMB 14


191
Department of Mental Health and Mental Retardation
99 399
Maine Development Foundation
07 102Q
Governor's Commission on Mental Health Manpower Development
92 196
Mental Health Advisory Council
207
Office of Advocacy (MH & MR)
92 225
Computer Services Advisory Board
92 050
State Planning and Advisory Council on Developmental Disabilities
94 375
Maine Committee on Problems of the Mentally Retarded
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Bureau of Mental Retardation
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Office of Children's Services
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Administrative Services Division
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Pineland Center
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Augusta Mental Health Institute
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Approved by the Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 32,895,131 | 32,294,184 | 66,232 | | 534,715 | |
| Health Benefits | 1,495,122 | 1,470,806 | 2,575 | | 21,741 | |
| Retirement | 5,790,163 | 5,690,852 | 12,671 | | 86,640 | |
| Other Fringe Benefits | 195,885 | 192,670 | 431 | | 2,784 | |
| Computer Services—State | 26,822 | 26,655 | 138 | | 29 | |
| Other Contractual Service | 5,743,391 | 5,272,483 | 277,068 | | 193,840 | |
| Rents | 131,278 | 129,957 | 647 | | 674 | |
| Commodities | 3,574,817 | 3,509,776 | 51,954 | | 13,087 | |
| Grants—Subsidies—Pensions | 14,364,603 | 11,169,646 | 108,700 | | 3,086,257 | |
| Buildings and Improvement | 446,428 | 428,558 | 16,020 | | 1,850 | |
| Equipment | 221,814 | 197,010 | 5,437 | | 19,367 | |
| Transfers to Other Funds | 71,586 | | 1,592 | | 69,994 | |
| **TOTAL EXPENDITURES** | 64,957,040 | 60,382,597 | 543,465 | | 4,030,978 | |

Mental Health Institute and Bangor Mental Health Institute, have been accredited by the Joint Commission on Accreditation of Hospitals.

Independent auditor reports indicated that the Department is proceeding rapidly toward full compliance with the provision of the Stipulation Agreement with the Federal Court in the case of Wuori vs. Concannon. This accomplishment has received national recognition as one of the first major efforts in the country to substantially improve the conditions of a state's mentally retarded population.

The Department is successfully pursuing its commitment to the Legislature to increase significantly the reimbursement for care and treatment provided to patients in its institutions; this has resulted in over thirteen million dollars being returned to the State's general fund in FY 83.

Finally, as a result of a sunset review by the Joint Committee on Audit and Program Review, the purpose and function of the Military and Naval Children's Home has been revamped. The changes will bring about increased utilization of the Home as well as lower per capita cost.

**LICENSES, PERMITS, ETC.:**

See comment under Program Section.

**PUBLICATIONS:**

See comment under Program Section.

**FINANCES, FISCAL YEAR 1983:** The expenditures related to the 44.5 persons making up this unit are reported under the Administrative Services Division (MH&MR).

# ADMINISTRATIVE SERVICES DIVISION (MH&MR)

## RONALD R. MARTEL, ASSOCIATE COMMISSIONER, ADMINISTRATION

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333

*Established:* 1976 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 191A; *Citation:* 34 M.R.S.A., Sect. 1

*Average Count—All Positions:* 25 *Legislative Count:* 26

**PURPOSE:** The position of Associate Commissioner for Administration was created by Legislative action in 1976. In the event of a vacancy in the Office of the Commissioner as well as in the Office of Associate Commissioner for Programs, the Associate Commissioner for Administration is responsible for performing the duties of the Commissioner with the same statutory authority and responsibilities.

The Associate Commissioner for Administration, as head of the Division of Administrative Services, is responsible for all of the department's financial affairs, including budget preparation and administration, transfers of funds, audits of community agencies, authorization and expenditures, reimbursement for certain institutional services, and other related matters. In addition, this position has the ultimate responsibility for the department's personnel matters such as personnel action requests, the establishment of in-house policies and procedures, monitoring adherence to state mandated rules and regulations and assuring union contract compliance and resolution of disputes arising from contract interpretation.

**ORGANIZATION:** The Associate Commissioner for Administration is responsible for the overall supervision of the following:

1. Accounting and Audit Division responsible for the administration of budgets, the management of central office accounts (i.e., food, fuel, unemployment compensation, institutional capital improvements) and the auditing of community service providers;

2. Personnel and Employee Relations Division responsible for the administration of community and central office personnel and the coordination of institutional personnel policies through institutional personnel officers; and
3. Hospital Costs Reimbursement Division responsible for billing individuals and billing for Medicaid, Medicare and other third party payors.

Specific day-to-day duties are delegated, for the most part, to the Department's Director of Accounting and Audit, Director of Personnel and Employee Relations and Director of the Reimbursement Division.

**PROGRAM:** During FY 83, additional management analysts were added to the accounting staff to help develop guidelines for use by the Bureaus of Mental Health and Mental Retardation in the funding of community agencies. The division is in the process of developing standards to increase fiscal accountability in agencies and programs funded through the Office of Children's Services.

With the addition of four audit staff, the division acquired the capability to conduct both fiscal and program audits on those agencies receiving departmental funds. Division staff also participated with the Department of Human Services in joint audits of facilities that were recipients of Title XX funds. As a result of these activities, an increased awareness of the importance of fiscal accountability was achieved within several agencies funded by the Department.

There was a major emphasis this year on the provision of training for supervisory personnel. The Department's Affirmative Action Officer developed and conducted workshops on Interviewing Techniques and Preventing Sexual Harassment for over 300 supervisors.

The Associate Commissioner organized and participated in the preparation of the Program Justification Report for the Legislature's Audit and Program Review Committee. This document was recognized for its excellence in content as well as organization and serves as a reference for departmental information.

**PUBLICATIONS:**

Affirmative Action Plan — available for on-site review.
Program Justification Report (Sunset Review)—available at no cost

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| ADMINISTRATIVE SERVICES DIVISION (MH & MR) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 923,512 | 923,512 | | | | |
| Health Benefits | 32,710 | 32,710 | | | | |
| Retirement | 143,664 | 143,664 | | | | |
| Other Fringe Benefits | 4,963 | 4,963 | | | | |
| Computer Services—State | 5,207 | 5,207 | | | | |
| Other Contractual Service | 445,751 | 444,332 | 1,419 | | | |
| Rents | 80 | 80 | | | | |
| Commodities | 2,464,742 | 2,464,742 | | | | |
| Grants—Subsidies—Pensions | 54,244 | 54,244 | | | | |
| Buildings and Improvement | 441,723 | 425,703 | 16,020 | | | |
| Equipment | 24,665 | 24,665 | | | | |
| Transfers to Other Funds | 66,146 | | 19 | | 66,127 | |
| **TOTAL EXPENDITURES** | 4,607,407 | 4,523,822 | 17,458 | | 66,127 | |

# OFFICE OF ADVOCACY (MH & MR)

## CARROLL M. MACGOWAN, CHIEF ADVOCATE

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333

*Established:* 1975 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 207; *Citation:* 34 M.R.S.A., Sect. 1A

*Average Count—All Positions:* 6 *Legislative Count:* 6

**PURPOSE:** The Office of Advocacy is established within the Department of Mental Health and Mental Retardation to investigate the claims and grievances of clients of the Department. The Office also advocates for compliance with all laws, administrative rules and regulations, and institutional and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments. In addition, the Office of Advocacy is designated investigatory agent of the Department under the mandate of the Adult Protective Services Act (22 M.R.S.A., Sect. 3470 *et. seq.*).

**ORGANIZATION:** Advocacy services were created administratively in 1972 with the appointment of institutional resident representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. In 1975 the 107th Legislature officially designated the "Office of Advocacy."

In the Bureau of Mental Retardation, the two community advocates and the Pineland Center advocate: (1) represent clients at inter-disciplinary team meetings at which a prescriptive program for their treatment for the upcoming year is planned and developed; (2) approve and periodically observe the utilization of aversive behavior modification programs both at Pineland and in the community; and (3) initiate or accept complaints and grievances on behalf of BMR clients, including investigations of abuse.

The institutional mental health advocates: (1) attend treatment planning meetings; and (2) assist in the investigation and resolution of client grievances, including those involving allegations of abuse, mistreatment or neglect.

**PROGRAM:** The Office of Advocacy has been actively involved, in the past year, in the drafting of regulations designed to assure the rights of mental health clients, and in establishing mechanisms to assist mental health clients who cannot give consent to treatment. The Office has provided assistance or information to in excess of 2,000 departmental clients including representing clients in Interdisciplinary Team meetings, Pupil Evaluation Team meetings and numerous other administrative meetings in which clients have sought assistance.

In addition, the Office is routinely involved in investigating denial of rights of departmental clients living in state institutions or in the community. One ongoing goal of the Office's activities is to continue to advocate for the consolidation, where that is feasible, and consistency, where consolidation is not feasible, of rules and regulations promulgated by the many agencies and departments serving clients of the Department of Mental Health and Mental Retardation in the area of quality of life licenses, permits, etc.

**PUBLICATIONS:**

Pineland Center Clients' Rights Handbook—free from Client Advocate, Pineland Center, Box C, Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330.

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401.

Rights of Mentally Retarded Persons (Summary of (34 MRSA c. 186-A)—free

The Office of Advocacy and each individual advocate working for the Office of Advocacy maintains a substantial library of information regarding clients' rights. These materials are available for on-site use and in many cases are available for loan to individuals involved in service provision for clients of the Department of Mental Health & Mental Retardation.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division (MH&MR).

# AROOSTOOK RESIDENTIAL CENTER

## TERRY L. SANDUSKY, M.S., DIRECTOR

*Central Office:* Lombard St. Ext., Presque Isle *Telephone:* 764-4104
*Mail Address:* Box 1285, Presque Isle, Maine 04769

*Established:* 1972 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 199; *Citation:* 34 M.R.S.A., Sect. 2633

*Average Count—All Positions:* 14 *Legislative Count:* 15

**PURPOSE:** The primary purpose of the Center is to provide residential services and behavioral training aimed at increasing functional independence to help the adult client learn to live in the mainstream of society.

Specific objectives include the provision of the following:

A. Nine-month per year residency for children attending the Opportunity Training Center or the Helen P. Knight School for Multiple Handicapped;
B. Respite care to families who are in need of either temporary or emergency placement of their mentally retarded child or adult in the Center's two (2) available respite care beds;
C. Residence for adults attending either a sheltered workshop or adult day activity program;
D. Transitional programming for Pineland Center residents who are returning to Aroostook County;
E. Transitional programming for all residents from more restrictive residential environments to less restrictive residential placements;
F. Transitional apartment programming to teach residents skills of independent living over a period of approximately six to twelve (6-12) months residency; and
G. Basic teaching activities in such areas as daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills and overall community socialization.

**ORGANIZATION:** The Aroostook Residential Center began operation in October 1972.

Pre-admission evaluations are conducted by the regional office of the Bureau of Mental Retardation with final screening conducted by the facility's Director and MR Program Supervisor. Decisions to admit are based on specific program recommendations developed through a multi-disciplinary approach.

Following admission, the resident is assigned a specific staff member who is responsible for the implementation of the resident's individual program plan. Quarterly monitoring and staff reviews are conducted to assess program effectiveness. Modification of the resident's program is made as the need arises and implemented by Center staff.

A professional experienced in mental retardation program administration directs the activities of the houseparents and coordinates resident related activities between the Center and community agencies. These houseparents are the primary teachers and care providers for the residents.

**PROGRAM:** The primary change that occurred in the past year was the conversion of the Center from five-day service to seven-day service which opened the Center to a larger group of mentally retarded clients. Numerous concerns had been expressed regarding the inadequacy of a five-day service, particularly in the area of providing respite care which can be needed at any hour of the day during the week.

The Center has also focused on enhancing its behavior management capabilities. Contracts for expanded professional services, i.e., psychology, speech therapy, occupational and physical therapy, were executed and have given staff significant consultative support. As a result, the Center has been able to manage more difficult and complicated behavior.

Compliance with the standards for licensure as an intermediate care facility for the mentally retarded provided the initiative for developing a more intensive behavior stabilization program. Additional Federal revenues to the general fund generated as a result of the conversion to a seven-day program will equal approximately 60% of the Center's operating costs.

These changes have helped to stabilize the Pineland Center census by providing services to County residents closer to home.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| AROOSTOOK RESIDENTIAL CENTER | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 219,090 | 219,090 | | | | |
| Health Benefits | 9,880 | 9,880 | | | | |
| Retirement | 41,158 | 41,158 | | | | |
| Other Fringe Benefits | 1,248 | 1,248 | | | | |
| Other Contractual Service | 88,722 | 88,722 | | | | |
| Rents | 1,846 | 1,846 | | | | |
| Commodities | 11,114 | 11,114 | | | | |
| Grants—Subsidies—Pensions | 329 | 329 | | | | |
| Equipment | 3,875 | 3,875 | | | | |
| **TOTAL EXPENDITURES** | 377,262 | 377,262 | | | | |

# AUGUSTA MENTAL HEALTH INSTITUTE

**GARRELL S. MULLANEY, SUPERINTENDENT**
**PAUL J. BRIGHT, Assistant to the Superintendent**

*Central Office:* Hospital Street, Augusta *Telephone:* 622-3751
*Mail Address:* Box 724, Augusta, Maine 04330
or: Statehouse Sta. #80, Augusta, Maine 04333

*Established:* 1834 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 194; *Citation:* 34 M.R.S.A., Sect. 586

*Average Count—All Positions:* 558 *Legislative Count:* 565.5

*Organizational Units:*
Psychiatric Admissions Unit
Psychiatric Transitional Unit
Psychiatric Rehabilitation and Reentry Unit
Psychiatric Adolescent and Young Adult Unit
Psychiatric Forensic Unit
Medical Infirmary
Psychiatric Nursing Home Unit
Program Evaluation
Staff Development
Business Services

**PURPOSE:** The Augusta Mental Health Institute is mandated to treat adults who require intensive 24-hour psychiatric services from the following counties: Androscoggin, Cumberland, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo and York. In addition, the Institute provides inpatient psychiatric treatment to adolescents from throughout the State. All services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Augusta Mental Health Institute is the only facility, for these counties, mandated and equipped to provide care and treatment, in a hospital setting, to the following categories of patients: those who require *involuntary* hospitalization; those who require a *secure* setting; those who require *extended* periods of inpatient treatment and/or rehabilitaiton; those committed under the *criminal statutes* for observation, care and treatment; and those who require certain *highly specialized* programs not available elsewhere. In some cases, the lack of appropriate community alternatives requires that the Augusta Mental Health Institute accept some additional acute patients on a voluntary basis. The demand for mandated services is such that voluntary admissions occasionally have to be delayed or diverted to assure suitable accommodations for those most in need.

**ORGANIZATION:** The Augusta Mental Health Institute was established in 1834 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital, and in 1973, to its present designation. Throughout most of its history, the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. The development of the community mental health centers in the 1960's resulted in a redefinition of the Institute's role as a viable part of the community-based, mental health supported system.

The Augusta Mental Health Institute is organized as a system of functional treatment units in order to meet, as effectively and efficiently as possible, the needs of mental health clients in the counties previously mentioned. Each of the functional treatment units is responsible for the total treatment and rehabilitaiton of its patients:

A. *Admission Unit:* The Admission Unit has a 28-bed capacity and is equipped to provide evaluation and crisis management. Only adult patients requiring three weeks or more of inpatient services move beyond this Unit and are treated elsewhere in the Institute.

B. *Forensic Unit:* Under Title 15, Superior and District Courts may order examinations to determine mental competency and responsibility for criminal acts. The Department of Mental Health and Mental Retardation is responsible for all examinations beyond the "preliminary" stage, and is required to perform many of the "preliminary" examinations as well (resulted in a saving of considerable money to the Court system).

C. *Transition Unit:* The 85-bed Transition Unit provides intensive treatment for actively psychotic adults who may require several months of hospitalization. These include both acutely mentally ill individuals who require intensive intervention over a period of weeks or months and chronically mentally disabled persons who are able to live in the community with occasional admissions to the hospital for further treatment.

D. *Adolescent & Young Adult Unit:* The Adolescent and Young Adult Unit provides a specialized program for youth between the ages of 12 and 20, statewide, who require a psychiatric hospital level of inpatient treatment services. There are no other psychiatric hospital units programmed specifically for adolescents in Maine.

E. *Rehabilitation & Reentry Unit:* This Unit provides comprehensive social, educational and vocational rehabilitation services.

F. *Nursing Home Unit:* The Institute maintains and staffs 70 beds certified by the Department of Human Services as a Nursing Home Unit reimbursable under Title XIX. It admits only from the AMHI psychiatric population assuring that those patients who are more appropriate to community nursing homes are not admitted to this program.

G. *Infirmary & Clinics:* The 16-bed Infirmary provides a Medicare certified general hospital level of care, at less cost than would be incurred by a transfer to a general hospital, thus generating significant amounts of third-party reimbursement to the general fund. Those patients requiring surgery or intensive care are transferred to the Kennebec Valley Medical Center.

**PROGRAM:** During the fiscal year, the Augusta Mental Health Institute continued to refine and improve programming tailored to the needs of the severely mentally ill and disabled. Of significance were:

- the development of a Special Needs Adult Program to address the particular needs of functionally disabled elderly patients;
- the development of an Assisting Community Transition Program to aid in reintegrating short term patients into the community; and
- expansion of the Young Adult Transitional Program to include a halfway house.

Admissions increased approximately 12%; however, the average daily population remained constant due to program emphasis on crisis resolution and community placement.

The American Psychiatric Association's Significant Achievement Certificate was presented to AMHI in 1982, recognizing the Institute as a provider of high quality care through modern, comprehensive programming.

**PUBLICATIONS:**

*Structured Learning Therapy*
*The Adolescent Program at Augusta Mental Health Institute*
*AMHI Fact Sheet*

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| AUGUSTA MENTAL HEALTH INSTITUTE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 8,893,857 | 8,814,955 | 66,232 | | 12,670 | |
| Health Benefits | 399,603 | 396,354 | 2,575 | | 674 | |
| Retirement | 1,568,907 | 1,553,873 | 12,671 | | 2,363 | |
| Other Fringe Benefits | 52,416 | 51,901 | 431 | | 84 | |
| Computer Services—State | 9,156 | 9,156 | | | | |
| Other Contractual Service | 645,848 | 619,013 | 24,013 | | 2,822 | |
| Rents | 995 | 672 | 323 | | | |
| Commodities | 458,925 | 409,048 | 49,097 | | 780 | |
| Grants—Subsidies—Pensions | 294,402 | 185,702 | 108,700 | | | |
| Buildings and Improvement | 2,350 | 500 | | | 1,850 | |
| Equipment | 71,330 | 50,524 | 2,537 | | 18,269 | |
| Transfers to Other Funds | 1,008 | | 877 | | 131 | |
| **TOTAL EXPENDITURES** | 12,398,797 | 12,091,698 | 267,456 | | 39,643 | |

# BANGOR MENTAL HEALTH INSTITUTE

### PATRICIA T. OULTON, SUPERINTENDENT

*Central Office:* Hogan Rd., Bangor *Telephone:* 947-6981
*Mail Address:* Box 926, Bangor, Maine 04401
*Established:* 1885 *Sunset Review Required by:* June 30, 1983
*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 195; *Citation:* 34 M.R.S.A., Sect. 535
*Average Count—All Positions:* 505½ *Legislative Count:* 540

*Organizational Units:*
Institute Services
Personnel
Clinical Services
Educational & Rehabilitative Services
Quality Assurance

**PURPOSE:** The mission of the Bangor Mental Health Institute is to diagnose, treat and improve the mental, social and physical health, and where appropriate, the vocational and economic usefulness of adults from the counties of Aroostook, Hancock, Penobscot, Piscataquis and Washington, who require intensive 24-hour psychiatric services. These services are provided without regard to rce, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Bangor Mental Health Institute is part of a comprehensive system of mental health services in Northern and Eastern Maine which includes the community mental health centers with multiple branch offices, community hospitals and private providers. It is the only hospital serving two-thirds of the state's geographic area that provides services for those mentally ill patients who cannot be managed in less restrictive settings, such as community mental health outpatient programs and community hospital inpatient programs.

**ORGANIZATION:** The Bangor Mental Health Institute was established in 1901 as the Eastern Maine Insane Hospital. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, now the Department of Mental Health and Mental Retardation. Its present name was established by the Legislature in 1973.

Bangor Mental Health Institute is organized by specific functional treatment programs. The Adult Psychiatric Program (APP) includes an admissions unit with provides short-term acute care and crisis management, an intermediate program for patients requiring psychiatric care up to one year, a rehabilitation unit for longer stay patients, and a community orientation (discharge) and halfway house program for patients preparing to leave the Institute, a forensic program for the treatment of persons found innocent by reason of mental disease, as well as persons referred from jails and correctional facilities. The Program on Aging (POA) includes the Therapeutic Community Unit for those persons who are ambulatory and have significant mental health needs; the Resocialization Unit is for those who are severely regressed and frequently have medical programs; and the Psychiatric Nursing Home Unit is for those mentally ill persons whose medical needs are severe enough to be the primary focus of treatment.

A number of other services support these programs, including patient and staff libraries, rehabilitative programs, such as occupational therapy, physical therapy, and therapeutic recreation, Dietary, Maintenance, Quality Assurance and Volunteers.

**PROGRAM:** In FY 83 the Bangor Mental Health Institute continued to serve as an integral part of the mental health system of the State. It continues to be fully accredited by the Joint Commission on Accreditation of Hospitals. As a result of the JCAH survey in April 1982 and a focused survey on deficiencies in May 1983, BMHI retains accreditation.

Renovations on Pooler Pavilion, the building which houses the Institute's geriatric program, will be completed in the next fiscal year. This will allow the Program on Aging to house its patients in one building, providing improved accommodations. The Program on Aging is a licensed intermediate care facility.

Several new management staff have been hired: directors of nursing, rehabilitative services, business, quality assurance, program administration, and a forensic psychiatrist, further adding to the quality of BMHI's services.

As a result of the opening of a second halfway house on BMHI grounds, there are now 12 patients living in a group home environment.

Bangor Community College, with assistance from a Federal grant, has been offering college courses for credit to BMHI direct care staff, thus supplementing the staff training BMHI provides. Courses in psychology, abnormal psychology, supervision, etc., will continue to be offered at BMHI on a semester basis. The contract with the Rehabilitation Training and Research Unit at Boston University has been renewed, to include specialized staff training, as well as consultation in reorganization and program development for the entire Institute.

In an effort to achieve maximum utilization of space, the regional office of the Department of Inland Fisheries and Wildlife relocated to the grounds of the Institute.

Additionally, the following capital improvements were made: roof repairs, renovations to wards K-1, K-2 and C-3, and the main kitchen. Fire prevention projects were continued as well as the building of barrier free facilities for the handicapped.

**PUBLICATIONS:**

Patient's Handbook—BMHI
BMHI Treatment Programs
The History of Hepatica Hill
Professional Staff By-laws

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BANGOR MENTAL HEALTH INSTITUTE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 8,102,767 | 8,075,736 | | | 27,031 | |
| Health Benefits | 363,304 | 361,492 | | | 1,812 | |
| Retirement | 1,431,406 | 1,427,043 | | | 4,363 | |
| Other Fringe Benefits | 48,449 | 48,305 | | | 144 | |
| Computer Services—State | 7,447 | 7,447 | | | | |
| Other Contractual Service | 562,480 | 562,201 | 200 | | 79 | |
| Rents | 24,005 | 24,005 | | | | |
| Commodities | 282,095 | 279,737 | 1,059 | | 1,299 | |
| Grants—Subsidies—Pensions | 147,737 | 147,737 | | | | |
| Buildings and Improvement | 500 | 500 | | | | |
| Equipment | 44,709 | 44,709 | | | | |
| Transfers to Other Funds | 210 | | 4 | | 206 | |
| **TOTAL EXPENDITURES** | 11,015,109 | 10,978,912 | 1,263 | | 34,934 | |

# OFFICE OF CHILDREN'S SERVICES

## EDWARD C. HINCKLEY, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333

*Established:* 1973 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 191C; *Citation:* 34 M.R.S.A., Sect. 261

*Average Count—All Positions:* 3 *Legislative Count:* 3.5

**PURPOSE:** The programs of the Office of Children's Services seek to respond to the mental health needs of Maine's emotionally handicapped children, ages 0-20. The need for an administrative unit focusing on the mental health and developmental needs of children is occasioned by the unique status of children in our society. Treated differently by both laws and social custom than adults, children begin life totally dependent on their families for all elements of existence. In their next 16 to 20 years, they become able to survive and function with almost total independence. Under the best of circumstances, this normal passage from dependency to independence is marked by the need for changing relationships and services unlike those developed for or appropriate to adults.

Particularly, in attempting to develop programs aimed at the prevention of emotional disturbance or mental illness in children, there is a demonstrated need to employ professional and pre-professional workers with specific education, training and experience in child growth and development and to implement and encourage communications, information-sharing and in-service training between such children's specialists. Through its programs of grants, referrals and technical assistance, the Office of Children's Services provides a focal point for such activities.

**ORGANIZATION:** The Office of Children's Services was created in October 1977 as part of a departmental reorganization plan approved by the Governor. Title 34, Section 12, authorizes the department to support human service programs, including children's community action programs, juvenile programs and youth service programs. Section 2001 charges the department, through its Bureau of Mental Health, with "the promotion and guidance of mental health programs within the several communities of the State." Specific departmental staff have been assigned the responsibility for children's services program development, funding and monitoring since 1973 when the Children's Psychiatric Hospital at Pineland Center was permanently closed. In 1983 the Office was statutorily mandated to assist in the planning, coordination and development of mental health services for children.

**PROGRAM:** During 1982-83, grants developed and administered by the Office of Children's Services totaled approximately $1,800,000. Mental health treatment and related services purchased through these grants fall primarily into the following categories, with the figures in parentheses representing the proportion of these services:

Residential Treatment Services (56%)
Day Treatment Services (8%)
Family Intervention and Support Services (17%)
Early Intervention Services (2%)
Community Support Services (17%)

In all but one or two cases, the funds of the Office of Children's Services are used to supplement those of other programs and agencies, such as public schools, Department of Human Services, and the Bureaus of Mental Health and Mental Retardation of the Department. Approximately 1,500-2,000 children receive services through these grants.

Major accomplishments during the year have focused on the development of more effective ways of intervening earlier in the care, treatment or parenting of emotionally handicapped or "at risk" children. The emotional problems of many children, often only identified in adolescence, could have been prevented if effective intervention had been available at an earlier age.

Toward this end:

- 9 days of training in techniques of family intervention were offered to providers of home-based services;
- the Office helped sponsor two training seminars in Infant Mental Health for early childhood workers and pediatric nurses;
- a voluntary, *ad hoc* Preventive Intervention Committee was formed to begin developing a statewide plan for intervention services for all "at risk" mothers and infants; and
- cooperative relationships and agreements were developed with the Department of Human Services and the Department of Corrections to offer mental health services designed to prevent children from entering state custody because of family dysfunction or behavioral concerns.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division (MH&MR).

# DEVELOPMENTAL DISABILITIES OFFICE

**KEVIN W. CONCANNON, COMMISSIONER**
**PETER R. STOWELL, Executive Director**

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333

*Established:* 1971 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 191D; *Citation:* 34 M.R.S.A., Sect. 13

*Average Count—All Positions:* 3 *Legislative Count:* 2

**PURPOSE:** The primary purpose of the Developmental Disabilities Office is to provide staff support to the Maine State Planning and Advisory Council on Development Disabilities. The Developmental Disabilities Office assists the Council in improving and enhancing the network of services available to developmentally disabled persons of all ages in Maine.

Secondarily, the Developmental Disabilities Office serves as the formal mechanism by which the Department of Mental Health and Mental Retardation meets the federal mandates of PL 96-602, "Amendments to the Developmental Disabilities Service and Facility Construction Act of 1978".

**ORGANIZATION:** The Department of Mental Health and Mental Retardation was designated as the Administering Agency for the Developmental Disabilities Council by Title 34, Section 13 of the Maine Revised Statutes.

This office is composed of an executive director, a developmental disabilities planner, consumer education coordinator and support staff person.

Through monthly meetings the staff assists the State Planning and Advisory Council on Developmental Disabilities in examining the issues germain to the Council's legislative mandate.

**PROGRAM:** Please reference the State Planning and Advisory Council on Developmental Disabilities.

**PUBLICATIONS:**

A Primer on Special Education for Parents
A Free, Appropriate Public Education for Handicapped Children
D.D. Dispatch (newsletter)
Housing and Service Needs of the Developmentally Disabled
Guidebook for the Development of Housing for the Disabled
Adult Education for the Handicapped
The Community Integration Manual
Insights—A Handbook for Parents of Children with Disabilities
Lupus Brochure
1983 D.D. Update: A Review for Decision-Makers

**FINANCES, FISCAL YEAR 1983:** 34 M.R.S.A. Sect 13 Paragraph 2 provides that expenditures of this unit, which amounted to $259,797 in FY 83 shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display. The expenditure figure includes payments on grants awarded the previous fiscal year.

## EDUCATION AND MANPOWER DEVELOPMENT OFFICE (MH & MR)

### FRANK G. O'DONNELL, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333

*Established:* 1978 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 191E; *Citation:* 34 M.R.S.A., Sect. 262

*Average Count—All Positions:* 1 *Legislative Count:* 1

**PURPOSE:** The Education and Manpower Development Office is responsible for coordinating/developing training opportunities for departmental personnel, consulting with institutional staff development officers to initiate relevant department-wide training programs, and arranging departmental participation at regional and national seminars as appropriate.

**ORGANIZATION:** The Education and Manpower Development Office is organizationally located within the Program Services Division; the Coordinator of the Office is responsible for all departmentally related training activities. The Office maintains supervisory responsibility for the Boarding Home Training Project, the Career Mobility Project, the Primary Care

Training Project, the Psychiatric Rehabilitation Project and the William E. Schumacher Distinguished Lecture Series.

**PROGRAM:** During FY 83, the Education and Manpower Development Office supervised the efforts of the Mental Health Career Mobility Project to assess the training needs of mental health workers within the State's two mental health institutes. This assessment led to the development of recommendations regarding the system's capacity for psychiatric rehabilitation to severely psychiatrically disabled clients.

Also in FY 83, in collaboration with the Department of Human Services, the Office supervised the development of a model training program for primary health care providers in Aroostook County through the Primary Care Project. The resulting program will be disseminated to other rural service areas throughout the state.

As part of the William E. Schumacher Annual Lecture Series, the Office orchestrated a conference on the topic of mental health stigma. Over 180 professionals from various disciplines heard presentations by renowned experts. Other activities organized by the Education and Manpower Development Office in FY 83 were:

- an Insanity Defense Symposium that explored and analyzed issues relating to the controversial insanity plea;
- a conference on Deafness and Mental Health that focused on the delivery of services to Maine's population of deaf persons; and
- a seminar on bridging the communications gap between deaf and hearing people that addressed the role of interpreters working with deaf persons who are clients of the mental health system as well as the resources available through that system.

Finally, through a cooperative agreement with the University of Southern Maine, the Education and Manpower Development Office was able to arrange an internship within the Department of Mental Health and Mental Retardation for a political science intern with an interest in public administration.

**PUBLICATIONS:**

RESOURCE DIRECTORY, APRIL 1982—$4.95
Boarding Home Training Manual—None
Career Mobility Reports—None
Conference Videotapes
—Stigma—No fee
—Inssanity Defense—No fee
—Deafness and Mental Health—No fee
—Mental Health and Interpreters—No fee

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division (MH&MR).

# ELIZABETH LEVINSON CENTER

### JOSEPH FERRI, ACTING DIRECTOR

*Central Office:* 159 Hogan Rd., Bangor *Telephone:* 947-6136
*Mail Address:* 159 Hogan Rd., Bangor, Maine 04401

*Established:* September 23, 1971 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 200; *Citation:* 34 M.R.S.A., Sect. 2634

*Average Count—All Positions:* 63 *Legislative Count:* 67

**PURPOSE:** The Elizabeth Levinson Center serves severely and profoundly retarded children, ages two (2) to twenty (20) in a combined residential and training program. Referrals for admission come through the Bureau of Mental Retardation Regional Offices located throughout the state.

The primary purpose of the Center is Emergency Respite Care and Respite Care for families with severely and profoundly retarded children. The purposes of the Center are:

1. Provision of Emergency Respite Care and Respite Care for families with severely and profoundly retarded children;
2. Provision of residential and program services for severely and profoundly retarded children (whose functional levels are below that of normal than two years olds) with severe, aggressive and self-mutilating behaviors;
3. Provision of contracted training. This program provides a family and their child with six months (renewable) training and residential services. This program provides parents with specific evaluations and training methods or elimination of negative behaviors which may prevent that child from taking part in community and school programs;
4. Provision of short-term complete evaluation services of severely and profoundly retarded children resulting in recommendations for future program developments; and
5. Placement of severely retarded children with licensed foster home families who are trained, evaluated and monitored by Center staff.

**ORGANIZATION:** The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the director of the Bureau of Mental Retardation and under the overall supervision of the Department of Mental Health and Mental Retardation. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

The Elizabeth Levinson Center accepts referrals for admission from the six regional offices of the Bureau of Mental Retardation. A regional office caseworker and Center social worker make an intake visit to the family and present the case for consideration to the Program Referral Committee (made up of professional staff, representatives of various disciplines, parents and public school personnel). Following acceptance to admit, a Service Contract is written stating goals, responsibilities of the parties, and date of discharge. An Individual Program Plan (IPP) is developed and program reviews are conducted monthly or quarterly depending on the Service Agreement Contract. Throughout the child's residence, parents are actively involved with their individual program in order to mitigate the separation adjustment and to increase the potential of transition of the program into the home once the child is discharged.

**PROGRAM:** The Center continued to provide residential and training programs to severely and profoundly retarded children and their families.

Activities of note include expanded outreach services and assistance to families in rural areas, expanded in-service training for Bureau and Center staff, increased Center involvement in public school staff training and the provision of training to community provider agencies.

Increased concentration on short-term programming resulted in a 56% increase in the number of clients served.

**PUBLICATIONS:**

Elizabeth Levinson Center Brochure
Service Guide for Volunteers

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| ELIZABETH LEVINSON CENTER | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 885,803 | 885,803 | | | | |
| Health Benefits | 45,206 | 45,206 | | | | |
| Retirement | 158,649 | 158,649 | | | | |
| Other Fringe Benefits | 5,359 | 5,359 | | | | |
| Computer Services—State | 85 | 85 | | | | |
| Other Contractual Service | 52,289 | 49,761 | | | 2,528 | |
| Rents | 1,225 | 1,225 | | | | |
| Commodities | 28,222 | 25,935 | | | 2,287 | |
| Grants—Subsidies—Pensions | 36,349 | 36,349 | | | | |
| Building and Improvement | 1,355 | 1,355 | | | | |
| Equipment | 9,132 | 7,573 | 1,242 | | 317 | |
| Transfers to Other Funds | 67 | | | | 67 | |
| TOTAL EXPENDITURES | 1,223,741 | 1,217,300 | 1,242 | | 5,199 | |

# BUREAU OF MENTAL HEALTH

## MICHAEL J. DeSISTO, Ph.D., DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*TTY:* 289-2000

*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333

*Established:* 1959 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 193; *Citation:* 34 M.R.S.A., Sect. 2001

*Average Count—All Positions:* 1,079.5 *Legislative Count:* 1,125

*Organizational Units:*
Mental Health Advisory Council
Interstate Compact on Mental Health
Community Support Project

**PURPOSE:** The Bureau of Mental Health was established to reduce and eliminate personal anguish and suffering, social and economic disruption, and the waste of human potential resulting from mental illness and related disabilities. The Bureau has been responsible for the direction of mental health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Mental Retardation, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. The Bureau is also mandated to promulgate rules aimed at protecting and enhancing the rights of recipients of mental health services.

**ORGANIZATION:** The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine which formerly were administered by the superintendents of the institutions. The Commissioner of Mental Health and Mental Retardation appoints, subject to Personnel Laws and with the advice of the Mental Health Advisory Council, the director of the Bureau of Mental Health. Legislation, relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

**PROGRAM:** The Bureau of Mental Health is primarily engaged in promoting and organizing an effective, integrated, and coordinated comprehensive mental health care system. Over the past ten years this has involved a reduction of the populations of the mental health institutes by two-thirds, and the establishment of a community mental health system in eight regions around the State. This reduction in the level of institutional care has been maintained, with an improvement in the quality of services in the institutes.

Mental Health goals and objectives are contained in the State Mental Health Plan, a five year plan which was published in October 1981 and updated annually. The Mental Health Advisory Council reviews and advises the Commissioner on the content of the plan. Present goals include maintaining and improving the quality of the comprehensive system, which includes institutional and community components, especially in its ability to serve persons with chronic mental illness, children and adolescents, elderly persons and deaf persons. Major objectives were accomplished through continued cooperation of the various components of the delivery system.

During FY 83 several major activities and accomplishments occurred. Among these are the development of program initiatives in the area of housing, social support, socialization and employment training for persons with chronic mental illness, early intervention and mutual support for families with mentally ill members. The Bureau also began implementation of a national research and demonstration program on deinstitutionalization of individuals with chronic mental illness through Medicaid funding of model Community Rehabilitation Residences. These program initiatives often occurred in cooperation with other agencies of state and federal government, including the Departments of Housing and Urban Development and Health and Human Services on a national level, and the Department of Human Services, Bureau of Medical Services and Vocational Rehabilitation, the Developmental Disabilities Council, Maine State Housing Authority and the Bureau of Mental Retardation.

The Bureau has improved accountability for state resources through the development of a uniform cost identification and reporting format and principles of reimbursement for community mental health services. In addition, legislation was developed which clarifies the authority of the Bureau to assure that local, governmental and other funding sources are used to assist in the financing of mental health services. In other areas of accountability, improvements were made in the process of licensing mental health programs through the development of joint licensing standards for residential child care facilities and updated licensing statutes.

The Community Support Project continued to promote and support the development and improvement of comprehensive community support systems for persons with chronic mental illness, including development and sponsorship of the New England Regional Community Support Conference. Legislation establishing an Office of Community Support Systems was passed in this legislative session.

Maine has provided national leadership in several areas of mental health policy during the year. Perhaps most noteworthy was the development, by a task force of consumers, providers, advocates, Bureau staff and others, of comprehensive regulations regarding the rights of persons who receive publically funded or licensed mental health services in the state. Other areas where broad input was promoted through task groups, workshops, media, training, public forums or policy development included the needs of deaf citizens, incapacitated persons and persons who are both mentally ill and mentally retarded, the reduction of stigma regarding mental illness and the examination of Maine's insanity defense.

**LICENSES, PERMITS, ETC.:**

License:

Agencies for the Provision of Mental Health Services

1. Aroostook Mental Health Center
2. Community Health & Counseling Services
3. St. Michael's Center
4. Northeast Occupational Exchange
5. Blue Hill Memorial Hospital, Inc.
6. The Homestead Project, Inc.
7. Together Place, Inc.
8. Kennebec Valley Mental Health Center
9. Motivational Services, Inc.
10. Kennebec Valley Regional Health Agency

11. Kennebec-Somerset Home Aide Services
12. Crisis and Counseling Centers, Inc.
13. Odyssey House—Maine
14. Tri-County Mental Health Services
15. Elan One Corporation
16. Maine Medical Center
17. Area V Mental Health Board
18. Western Maine Counseling Service
19. Amity Center
20. Shalom House, Inc.
21. Ingraham Volunteers
22. Holy Innocents Home Care Service
23. Community Health Services, Inc.
24. Community Counseling Center
25. Little Brothers Association of Greater Portland
26. The Spurwink School
27. Sweetser Children's Home
28. York County Counseling Services, Inc.
29. Bath-Brunswick Mental Health Association
30. Mid-Coast Mental Health Center

State Mental Health Facilities

Augusta Mental Health Institute
Garrell S. Mullaney, Superintendent
Box 724
Augusta, Maine 04330
Tel. 622-3751

Bangor Mental Health Institute
Patricia Oulton, Superintendent
Box 926
Bangor, Maine 04401
Tel. 947-6981

**PUBLICATIONS:**

Maine Mental Health Plan, 1981-1986
Mental Health Plan Annual Update, 1982-1983
Service Definitions for the Prevention and Treatment of Mental Health Disorders
Mental Health Licensing Review Protocol
Available to interested individuals by contacting:
Bureau of Mental Health
Room 411, State Office Building
Augusta, Maine 04333

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF MENTAL HEALTH | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| EXPENDITURES | | | | | | |
| Salaries and Wages | 320,433 | | | | 320,433 | |
| Health Benefits | 11,877 | | | | 11,877 | |
| Retirement | 51,718 | | | | 51,718 | |
| Other Fringe Benefits | 1,753 | | | | 1,753 | |
| Computer Services—State | 873 | 706 | 138 | | 29 | |
| Other Contractual Service | 2,274,702 | 1,902,158 | 221,967 | | 150,577 | |
| Rents | 2,125 | 1,501 | | | 624 | |
| Commodities | 1,026 | 473 | | | 553 | |
| Grants—Subsidies—Pensions | 7,610,915 | 5,323,374 | | | 2,287,541 | |
| Equipment | 781 | | | | 781 | |
| Transfers to Other Funds | 1,767 | | 512 | | 1,255 | |
| TOTAL EXPENDITURES | 10,277,970 | 7,228,212 | 222,617 | | 2,827,141 | |

# BUREAU OF MENTAL RETARDATION

**RONALD S. WELCH, DIRECTOR**

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #30, Augusta, Maine 04333

*Established:* July 1, 1969 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 197; *Citation:* 34 M.R.S.A., Sect. 2611

*Average Count—All Positions:* 934 *Legislative Count:* 951.5

**PURPOSE:** The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are equally available to mentally retarded individuals and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated statewide program for the mentally retarded persons. The Bureau serves as liaison, coordinator and consultant to several state departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian and/or Conservator for mentally retarded citizens in need of this service.

**ORGANIZATION:** The Bureau of Mental Retardation was established in 1969. Central Office staff include a Director, a Manager of Field Operations, a Manager of Resource Development, a Coordinator of Client Services, a Quality Assurance Manager, Management Analysts and clerical support. The Bureau is responsible for the operation of the Pineland Center, Elizabeth Levinson Center and the Aroostook Residential Center. The Bureau operates a residential and workshop training center in Freeport. In addition, community mental retardation programs are supported through grants by the Bureau to private, non-profit agencies. Administratively, the State has been divided into six regions with an Administrator in each. Community social service staff develop and monitor day activities and sheltered workshop programs, as well as boarding and nursing home programs. Regional teams assist individuals in obtaining services, assist agencies in securing finances and developing programs, review all cases referred to and from institutions, and provide direct habilitation services to clients. An early intervention program for severely disabled infants and children living in Southern Maine is provided by the Infant Development Center in South Portland.

**PROGRAM:** During FY 83 the Bureau, in conjunction with the Department of Human Services, successfully negotiated a Federal Medicaid Waiver that will allow the Bureau to more effectively use Title XIX funds to provide expanded services to its clients. Additional funds will soon be available to support small community-based residential, habilitation and professional services to clients who would otherwise require institutional placements. In anticipation of the opening of these homes, a complete training course was developed and offered throughout most of the state for community providers. This will result in residential placement alternatives and will potentially reduce Pineland's population.

The Bureau through the concerted efforts of its field staff, developed and implemented plans of compliance to meet the requirements of the Stipulation Agreement with the Federal Court in the case of Wuori vs. Concannon. The independent auditor's reports indicate the Bureau to be in substantial compliance with the court's decree. The Stipulation Agreement has been recognized as the nation's most ambitious effort to improve the services to mentally retarded clients.

In an effort to strengthen management and increase efficiency, the Bureau's quality control section developed a Residential Services Agreement that requires provider participation in the implementation of the client's individual program plan. Policies and procedures were developed that established specific funding guidelines for community agencies. Considerable progress was made during the year in completing a series of Inter-agency standards that would facilitate the provision of services.

**LICENSES, PERMITS, ETC.:**

Certification of Six Bed Boarding Home for the Mentally Retarded
Quality Assurance Standards for Day Treatment Programs

**PUBLICATIONS:**

Policies, Rules and Regulations for Protective and Supportive Services
Directory of Programs for Mentally Retarded
Guide to Development of Group Homes
Guide to Development of Foster Homes
Standards for Programs Serving the Mentally Retarded
Pineland Consent Decree (Appendices A&B)
Statutes Governing the Bureau of Mental Retardation
ICF/MR Rules and Regulations Principles of Reimbursement
ALL FREE

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF MENTAL RETARDATION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 2,622,181 | 2,454,454 | | | 167,727 | |
| Health Benefits | 104,286 | 97,215 | | | 7,071 | |
| Retirement | 415,391 | 388,301 | | | 27,090 | |
| Other Fringe Benefits | 20,413 | 19,655 | | | 758 | |
| Computer Services—State | 987 | 987 | | | | |
| Other Contractual Service | 809,337 | 769,644 | 1,859 | | 37,834 | |
| Rents | 85,150 | 85,100 | | | 50 | |
| Commodities | 30,031 | 23,087 | | | 6,944 | |
| Grants—Subsidies—Pensions | 5,880,866 | 5,082,150 | | | 798,716 | |
| Equipment | 5,971 | 5,971 | | | | |
| Transfers to Other Funds | 2,156 | | 15 | | 2,141 | |
| **TOTAL EXPENDITURES** | 9,976,769 | 8,926,564 | 1,874 | | 1,048,331 | |

# MILITARY AND NAVAL CHILDREN'S HOME

## EDWARD W. MORRIS, SUPERINTENDENT

*Central Office:* 103 South Street, Bath *Telephone:* 443-4251 or 443-9575
*Mail Address:* 103 South Street, Bath, Maine 04530

*Established:* February, 1866 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 209; *Citation:* 34 M.R.S.A., Sect. 2951

*Average Count—All Positions:* 13 *Legislative Count:* 13

**PURPOSE:** The Military and Naval Children's Home is declared to be a state institution, the purpose of which is the short term shelter and care of children, ages 2-18, of this State who are in need of it due to one or more of the following reasons: lack of appropriate alternative shelter and care; potential or actual abuse or neglect; or family crisis and upheaval. Subject to the approval of the Superintendent, a child may be allowed to remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

**ORGANIZATION:** The Military and Children's Home, originally called the Children's Asylum, was founded in 1864. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. The Home received its present name in 1929 when it was placed under the Department of Health and Welfare. In 1939 it was transferred to what is now the Department of Mental Health and Mental Retardation.

The program receives referrals for admittance to the Home from a wide variety of sources: The Department of Human Services, school social workers, juvenile intake officers, ministers and parents seeking voluntary placement of children. All referrals are received by the Superintendent of the Home and reviewed in consultation with the Office of Children's Services, Department of Mental Health and Mental Retardation, or such agencies or parents as may be involved in the placement. The admission procedure also requires the completion of an application, a record of the child's history and behavior and a medical examination form. The child remains at the Home until the situation that necessitated placement is resolved or the family indicates that they want the child or children returned home or to an acceptable alternative placement with another family member.

**PROGRAM:** During FY 83 the Audit and Program Review Committee determined that the Home should remain in operation with the following improvements and program changes:

1. The Home would enlarge its population to meet a growing need to provide short term care for children whose parents are receiving treatment for family violence, child neglect, alcoholism, etc. Since April, 1983, the average population has been 23, with a new maximum set at 25 children.
2. A Board of Visitors would be established to assist in the development of policy and program changes, to monitor the progress of the Home during the current period of transition, and to provide continuing oversight to the operation of the Home. The Commissioner of the Department of Mental Health and Mental Retardation will appoint members to this 9-member Board of Visitors early in FY 1984.
3. Professional training, courses, workshops and seminars will be established for the child care staff at the Home, on a continuing basis. A structured training program has been developed through a contractual agreement with the community mental health center and will be implemented in August, 1983.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MILITARY AND NAVAL CHILDREN'S HOME | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 183,297 | 183,297 | | | | |
| Health Benefits | 6,602 | 6,602 | | | | |
| Retirement | 34,269 | 34,269 | | | | |
| Other Fringe Benefits | 987 | 987 | | | | |
| Other Contractual Service | 10,896 | 10,896 | | | | |
| Commodities | 6,065 | 6,045 | 20 | | | |
| Equipment | 5,346 | 5,346 | | | | |
| **TOTAL EXPENDITURES** | 247,462 | 247,442 | 20 | | | |

# PINELAND CENTER

## GEORGE A. ZITNAY, SUPERINTENDENT

*Central Office:* Pineland Center, Pownal, Maine *Telephone:* 688-4811
*Mail Address:* Box C, Pownal, Maine 04069

*Established:* March 6, 1907 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 198; *Citation:* 34 M.R.S.A., Sect. 2612

*Average Count—All Positions:* 724 *Legislative Count:* 735

*Organizational Units:*

- Residential Services
- Program Support Services
- Volunteer Services
- Personnel
- Staff Development
- Case Management Service
- Medical Support Services
- Institutional Support Services
- Psychological Services

**PURPOSE:** Pineland Center, a comprehensive center for the developmentally disabled, provides training, education, treatment and therapeutic care for persons who are mentally retarded. It is part of the comprehensive network of community and institutional services provided by the Bureau of Mental Retardation. The primary objectives are delivered through multiple components to ensure the level of client services, to maintain compliance with the Consent Decree, and to fulfill the Intermediate Care Facility/Mental Retardation Residential and Developmental Training Center regulations.

Specific objectives to achieve the most appropriate level of training, education, treatment and care for each client are as follows:

a. To provide residential treatment both long and short term which emphasizes training in dressing, grooming, eating, toileting and other activities of daily living;
b. To provide medical and psychological treatment which maintains or improves the residents' physical or psychological status;
c. To provide a thorough evaluation and treatment program of physical, occupational, communication, psychological and recreation therapies to maintain or increase residents' levels of independence with skills and behaviors;
d. To provide a total treatment program based on residents' needs through the Interdisciplinary Program Plan (I.P.P.);
e. To provide a structured day program to accomplish specific training and education as directed by the I.P.P.;
f. To provide resident information to families, guardian and correspondents;
g. To provide out-patient diagnostic and evaluation services;
h. To provide the least restrictive residential and treatment program on a continuum from institutional placement through community placement;
i. To provide adequate preparation for staff involved with the training, education, treatment and care of long and short term residents; and
j. To provide prevention services through genetic counseling, public information and education.

**ORGANIZATION:** Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the then Department of Institutional Services. This department later became the current Department of Mental Health and Mental Retardation. The institution's current name, Pineland Center, was authorized by the legislature in 1973.

Pineland's special programs in education and training are organized to develop the best possible potentials of this very handicapped group and to provide the special care and treatment required for their multiple physical and medical problems.

Additionally, Pineland offers a variety of services to many other mentally retarded persons who are not court certified for admission through a variety of programs:

a. Respite and Temporary Care providing short term stays for respite care, medical examination, analysis and treatment and emergency restraints;
b. Outpatient Services, including dental, genetic, medical, x-ray and laboratory testing; and
c. Community Education, Information and Consultative Services.

**PROGRAM:** During FY 83, Pineland Center received full accreditation by the Joint Commission on Accreditation of Hospitals, becoming one of the first public institutions serving mentally retarded patients in New England to receive such accreditation.

A Quality Assurance Program to monitor the level, depth and quality of service provided to residents was established. The Center continued to work toward the development of more normal living environments with the following physical plant changes:

— Dirigo House reopened:
— Federation Apartment III was opened as a six-bed group home for multiply-handicapped individuals;
— Doris Anderson I was divided into two smaller units; and
— Major improvements were completed at Perry Hayden Hall.

During the past year, the census at Pineland decreased to 320 residents, as more community alternatives were developed. Outpatient services offered by Pineland Center increased, serving over 2,000 individuals from throughout the State of Maine. To assist community based programs in the management of behaviorally disruptive clients who have historically proved to be a difficult population to maintain outside an institutional setting, Pineland opened a Behavior Stabilization Unit for short-term intensive intervention.

The initial group of participants in the Apprenticeship Program for Mental Retardation Trainers completed their first year in the program in FY 83. This is an innovative approach to the provision of competency based training for direct care staff in the field of mental retardation. The Staff Development Department has continued to provide in-service training opportunities to Pineland staff. An Associate Degree program through the University of Maine will graduate its first class this year, and the Center's comprehensive training program continued to attract students from a wide variety of professional disciplines.

**PUBLICATIONS:**

| | |
|---|---|
| Pineland Center Programs, Services and Information | No Charge |
| Pineland Center Maps & Directions | No Charge |
| Technical Manuals (assorted) | Cost of reproduction |
| Appendix "A" Pineland Center Standards | No Charge |
| Rights of the Retarded (A Summary of the Consent Decree) | No Charge |

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| PINELAND CENTER | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 10,744,191 | 10,737,337 | | | 6,854 | |
| Health Benefits | 521,654 | 521,347 | | | 307 | |
| Retirement | 1,945,001 | 1,943,895 | | | 1,106 | |
| Other Fringe Benefits | 60,297 | 60,252 | | | 45 | |
| Computer Services—State | 3,067 | 3,067 | | | | |
| Other Contractual Service | 853,366 | 825,756 | 27,610 | | | |
| Rents | 15,852 | 15,528 | 324 | | | |
| Commodities | 292,597 | 289,595 | 1,778 | | 1,224 | |
| Grants—Subsidies—Pensions | 339,761 | 339,761 | | | | |
| Buildings and Improvement | 500 | 500 | | | | |
| Equipment | 56,005 | 54,347 | 1,658 | | | |
| Transfers to Other Funds | 232 | | 165 | | 67 | |
| **TOTAL EXPENDITURES** | 14,832,523 | 14,791,385 | 31,535 | | 9,603 | |

# DIVISION OF PLANNING (MH & MR)

## FRANK SCHILLER, DIRECTOR

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333

*Established:* 1977 *Sunset Review Required by:* June 30, 1983

*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 191P; *Citation:* 34 M.R.S.A., Sect. 262

*Average Count—All Positions:* 7 *Legislative Count:* 7

**PURPOSE:** The overall goal of the Division of Planning is to assist in the development of programs, plans and policies which reflect departmental philosophy and contribute to more effective and integrated service delivery. Specific responsibilities of the Division are separated into three general categories:

1. Plan and program development, which includes preparation of departmental plans or guidelines for compliance with state and federal mandates, participation on committees concerned with the needs of particular client groups, and coordination with other units of the department and other state agencies in areas of mutual concern;
2. Systems development, including the dissemination of information on departmental programs and maintenance of an automated computer system to generate data reports; and
3. Evaluation, including the assessment of departmentally funded programs, and analysis of the potential impact on the Department of proposed legislation.

**ORGANIZATION:** The Division of Planning was created in 1977 as part of a reorganization of what is now the Department of Mental Health and Mental Retardation. It comprises two functional units dividing its responsibilities between program development/evaluation and research/information systems.

**PROGRAM:** In addition to maintaining primary responsibility for Alcohol Premium projects in FY 83, the Division assisted the Bureaus of Mental Health and Mental Retardation, the Office of Children's Services and the Developmental Disabilities Council in evaluations of programs funded by each. The Division provided liaison with other State agencies regarding the State Health Plan, and the Social Services Plan, as well as planning assistance in implementing mental health and social services block grants. In cooperation with three other state agencies, the Division developed the Legislative Alcohol Premium Law report, and in conjunction with the Legislature's Joint Select Committee, helped implement the contracting process with programs approved for FY 84.

Evaluation and systems development activities included a preliminary design for an automated data system for the institutions, a client reporting system for community mental health centers, and a program for recording and processing caseload data for the Bureau of Mental Retardation.

With the exception of the Alcohol Premium Projects, it is anticipated that the Division will be shifting its focus during FY 84 away from participation in planning activities toward an increased role in program evaluation/monitoring and information management.

**PUBLICATIONS:**

Dependent upon the supply of printed copies, the following 1982-83 publications are available free of charge:

Maine Mental Health Plan, 1981-86
Maine Mental Health Plan Update Summary, 1982-83
Somerset County Emergency Services Evaluation—1983
Homebuilders Project Evaluation—1983

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division (MH&MR).

# PROGRAM SERVICES DIVISION (MH & MR)

### TIMOTHY P. WILSON, ASSOCIATE COMMISSIONER, PROGRAMS

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333
*Established:* 1976 *Sunset Review Required by:* June 30, 1983
*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 191S; *Citation:* 34 M.R.S.A., Sect. 1
*Average Count—All Positions:* 18.5 *Legislative Count:* 15.5

**PURPOSE:** The position of Associate Commissioner for Programs was created by Legislative action in 1976. In the event of a vacancy in the office of the Commissioner or during his absence or disability, the Associate Commissioner for Programs is responsible for performance of his duties and has the same authority as provided in law for the Commissioner.

Within the central administration, the Associate Commissioner for Programs, as head of the Division of Program Services, provides supervision, leadership, direction and support to the following components: Division of Planning, Staff Development Office, Office of Information and Public Affairs, Developmental Disabilities Council Coordinator and Office of Children's Services. In addition, this person works very closely with the bureau directors in coordinating and assisting in the development of new programs and in evaluating existing programs.

**ORGANIZATION:** In addition to statutory responsibilities, the Associate Commissioner for Programs has been designated by the Commissioner as responsible for operation of the Department's program services division. This includes administrative supervision of Planning, Manpower Development, Developmental Disabilities, Office of Information Services and the Office of Children's Services.

More specifically, the Associate Commissioner for Programs has the following functions:

a. Assisting the bureaus to identify and respond to the needs of the mentally ill and mentally retarded, their families and the general public;
b. Assisting the bureaus in assuring the adequacy, availability and effectiveness of their programs;
c. Assisting the bureaus in developing revenues and resources for the development of appropriate programs; and
d. Assisting the bureaus in coordiantion of programs and providing a focal point for collaboration with other agencies, providers and resources.

**PROGRAM:** During the past year the Associate Commissioner has held regular staff meetings with departmental employees to resolve various operating issues, client and program needs, personnel actions and fiscal matters. Current plans for new and ongoing programs are monitored through these meetings. Specific accomplishments include:

1. Review and update of departmental and bureau policies as Chairman of the Policy Review Committee;
2. Liaison with the Executive Department and other state agencies and departments to foster cooperation and assistance in joint endeavors;
3. Promotion and encouragement of a more efficient service delivery system for the department through site visits; and
4. Development of a close working relationship with the Office of the Attorney General.

For specific accomplishments during FY 83, see the individual unit accomplishments listed under the Division of Planning, Education and Manpower Development, Public Information Office and Development Disabilities Office.

**PUBLICATIONS:**

See Planning Division
Manpower Commission Report

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division (MH&MR).

# PUBLIC INFORMATION OFFICE

## RALPH LOWE, DIRECTOR OF INFORMATION AND PUBLIC AFFAIRS

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333
*Established:* 1969 *Sunset Review Required by:* June 30, 1983
*Reference: Policy Area:* 03; *Umbrella:* 14; *Unit:* 1911; *Citation:* 34 M.R.S.A., Sect. 1
*Average Count—All Positions:* 1 *Legislative Count:* 1

**PURPOSE:** The purpose of the administratively established Office of Information and Public Affairs is:

a. To inform the general public of programs and services provided by the department and to provide information in an effort to eliminate the harmful stereotypes which have prohibited mentally ill and mentally retarded individuals from community participation;
b. To assure that the department is attuned to public needs and attitudes in order to respond appropriately; and
c. To coordinate the most comprehensive volunteer effort in state government in order to enhance services to clients through increased community awareness and participation.

**ORGANIZATION:** The Office of Information and Public Affairs is located within the Program Services Division. The Director is responsible for:

a. Preparing news releases concerning events within the department;
b. Maintaining daily contact with the news media;
c. Preparing educational brochures regarding departmental services for public distribution;
d. Preparing daily news summary for departmental officials;
e. Functioning as legislative liaison;
f. Consulting and advising the Volunteer Services Coordinators from the institutions; and
g. Organizing honors recognition ceremonies for volunteers from the various programs who have made outstanding contributions to the volunteer effort.

**PROGRAM:** During FY 83 the Office of Information and Public Affairs was involved with informational activities of statewide significance. The Office assisted in the following efforts:

1. formulation of strategy and media coverage for public orientation hearings regarding a proposed group home serving mentally ill persons;
2. statewide public meetings sponsored by the Maine Committee on Problems of the Mentally Retarded intended to reach grassroots opinions from the providers and users of programs for the mentally retarded persons;
3. coordination of a series of statewide public forums scheduled by the Maine Developmental Disabilities Council to gather public opinion on the Council's updated plan to assist the state's handicapped population;
4. recognition of the Elizabeth Levinson Center's 10th year of service to Maine's developmentally disabled children;
5. liaison with the regional offices of the Bureau of Mental Retardation to call attention to community success stories in operational programs for handicapped citizens;
6. Consumer Advisory Board efforts to make the public aware of training workshops which help parents of mentally retarded persons and citizen volunteers;
7. information flow concerning a major statewide conference on the effects of the "stigma" of mental illness;
8. statewide conference held by the Maine Community Support Systems Project, the Bureau of Mental Health, relating to issues and trends affecting services for chronically mentally disabled citizens;
9. coordination of a statewide essay-poster contest for Maine school children on the theme: "What is it like to be handicapped?";

10. Pineland Center's Volunteer Recognition Day;
11. public awareness of the continued accreditation of the State's three largest institutions;
12. statewide educational symposium relating to all aspects of the insanity defense and Maine's experience with it;
13. the 4th annual Volunteer Awards Recognition Ceremony at the State House honoring community-based and institutional volunteers; and
14. a statewide conference on deafness and mental health, culminating a year long series of initiatives undertaken by the Department of Mental Health and Mental Retardation on behalf of more effective mental health services for Maine's deaf population.

During this period, the Information Office continued to issue "Report", a special journal distributed statewide, designed to increase public knowledge and awareness of programs, activities, policies and other aspects affecting the entire mental health-mental retardation system.

It carried out a comprehensive public service campaign on radio and television to alert the public as to concerns, programs, and needs associated with Maine's developmentally disabled population.

**PUBLICATIONS:**

Volunteer Services Brochure
"Mental Health: Keep It In Mind" Sticker
Be On Your Guardianship Brochure
Report Magazine
Good Practices Booklet
Mental Health Services Directory
Maine's Licensing Program in Mental Health Pamphlet
Governor's Mental Health Manpower Commission Status Report
Maine Mental Health Plan
Stress Pamphlet
Volunteer Services Booklet—Elizabeth Levinson Center
ALL ARE FREE

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division (MH&MR).

# MAINE COMMITTEE ON PROBLEMS OF THE MENTALLY RETARDED

**ANNE HAYES, CHAIRPERSON**

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333
*Established:* 1967 *Sunset Review Required by:* June 30, 1983
*Reference: Policy Area:* 03; *Umbrella:* 94; *Unit:* 375; *Citation:* 34 M.R.S.A., Sect. 2613
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The main purpose of the Maine Committee on Problems of the Mentally Retarded is to serve in an advisory capacity to the Commissioner and to the Director of the Bureau in assessing present programs, planning future programs and in developing means to meet the needs of the retarded in Maine.

**ORGANIZATION:** The Maine Committee on Problems of the Mentally Retarded is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the

Senate, the President of the Maine Association for Retarded Children, and 9 representative citizens appointed by the Governor, who designates a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

**PROGRAM:** The Committee holds monthly public meetings in various locations across the state. The major accomplishment of the Committee during FY 83 was the completion of a statewide survey of mental retardation services, needs and priorities. The data compiled from these surveys will be utilized to prioritize the activities of the Committee during the coming year.

In addition, the Committee has presented supportive testimony before the Legislature regarding the budget of the Bureau and legislation affecting Maine's mentally retarded population.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Retardation (MH&MR).

# MAINE MUNICIPAL BOND BANK

**STEPHEN R. CROCKETT, CHAIRMAN**
**HENRY G. BOUCHARD, Executive Director**

*Central Office:* Community Drive, Augusta *Telephone:* 622-9386
*Mail Address:* Community Drive, Augusta, Maine 04333

*Established:* 1972 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 94; *Unit:* 376; *Citation:* 30 M.R.S.A., Sect. 5164

*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

**ORGANIZATION:** The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

**PROGRAM:** In September 1982, a bond offering was issued for $15,460,000 which helped a total of twenty-one governmental units finance their capital projects. In April 1983, another bond offering was issued for $10,535,000 which helped a total of fourteen governmental units finance their capital projects. In June 1983, a refunding of $31,190,000 was issued which reduced interest costs for a total of thirty units. All issues were rated Aa by Moody's Investment Service, Inc. and AA by Standard & Poor. Concurrently with the bond issues, the Maine Municipal Bond Bank assists governmental units, particularly the smaller units, with their long-term financial plans and debt management problems.

**PUBLICATIONS:**
Annual Report

**FINANCES, FISCAL YEAR 1983:** The State accounting records for FY 83 do not contain any accounts assigned to this unit. Operating expenses are covered by income from investment of reserve and operating funds.

# MUNICIPAL RECORDS BOARD

**SAMUEL S. SILSBY, JR., CHAIRMAN**

*Central Office:* L-M-A Bldg., Augusta *Telephone:* 289-2451
*Mail Address:* Statehouse Sta. #84, Augusta, Maine 04333
*Established:* 1973 *Sunset Review Required by:* June 30, 1981
*Reference: Policy Area:* 00; *Umbrella:* 90; *Unit:* 377; *Citation:* 30 M.R.S.A., Sect. 2214
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Municipal Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of municipal records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the municipal level. Program services are provided to municipal governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

**ORGANIZATION:** The Municipal Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of municipal records. The Board consists of five members, including the State Archivist as Chairman ex officio and the State Registrar of Vital Statistics, and three municipal officials appointed by the Governor for terms of three years upon the recommendation of the Maine Municipal Association, the State Archivist, and the State Registrar of Vital Statistics. The headquarters of the Municipal Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the Municipal Records Board serve without compensation.

**PROGRAM:** The Board acts upon requests to destroy specified records submitted by various municipalities. In cooperation with the Municipal Records Board, the Maine State Archives provides technical assistance to a number of municipalities. Municipal officers attended the ongoing document restoration workshops conducted by the Maine State Archives.

**LICENSES, PERMITS, ETC.:**

The Municipal Records Board is responsible for authorizing the destruction of municipal records having no permanent value (30 M.R.S.A., Sect. 2213). Procedures for the disposition of such records have been prescribed by the Board in accordance with the Administrative Procedures Act. Action taken by the Municipal Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records.*

**FINANCES, FISCAL YEAR 1983:** 30 MRSA Section 2215 & 2216 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

# BOARD OF DIRECTORS, MAINE MUNICIPAL AND RURAL ELECTRIFICATION COOPERATIVE AGENCY

**PHILLIP A. DAVIS, CHAIRPERSON**

*Central Office:* 36 Water Street, Kennebunk, Maine
*Mail Address:* 36 Water Street, Kennebunk, Maine 04043

*Established:* September 18, 1981

*Reference: Policy Area:* 01; *Umbrella:* 99; *Unit:* 431; *Citation:* 35 M.R.S.A., Sect. 4101

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** According to statute (35 MRSA, Part 8), the purpose of the agency is "to provide a means for...municipalities and rural electric cooperatives to develop an adequate, reliable and economical supply of electric power and energy..."

**ORGANIZATION:** The agency was established as a political sub-division of the State. Its powers are exercised by a board of directors appointed by the Governor. There are currently ten directors. They include eight representatives of municipal electric cooperatives, one representative of the general public and the Director of the Office of Energy Resources. Officers of the agency include a Chairman, Secretary and Treasurer.

**PROGRAM:** The agency's board met three times during state fiscal year 1983, the last meeting occurring in April. Efforts focused on research of the experience of similar agencies in other states and identification of viable projects. Several joint power purchases, capacity purchases, and waste disposal methodologies have been studied.

**FINANCES, FISCAL YEAR 1983:** This unit did not receive or expend funds.

# MUNICIPAL VALUATION APPEALS BOARD

**RAYNOR I. CROSMAN, CHAIRMAN**
**ALICE V. WHITE, Clerk**

*Central Office:* 179 Mt. Vernon Ave., Augusta *Telephone:* 623-4158
*Mail Address:* Statehouse Sta. #87, Augusta, Maine 04333

*Established:* 1969 *Sunset Termination Scheduled to Start by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 94; *Unit:* 378; *Citation:* 30 M.R.S.A., Sect. 291

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Municipal Valuation Appeals Board was established to hear any municipality deeming itself aggrieved by the State valuation placed on it by the Director of the Bureau of Taxation, provided the municipality files a written notice of appeal within proper time limits, and to raise, lower or sustain the State valuation and render its decision, which may be appealed to the Supreme Court, no later than January fifteenth following the date on which the appeal is taken. The Board is authorized to administer oaths, take testimony, hold hearings, summon witnesses and subpoena records, files and documents as it deems necessary, and to promulgate rules and regulations governing procedure before it. The Board is also authorized to hear municipalities which are appealing findings by the State Bureau of Taxation that assessing standards and the quality of assessing are below the minimum standards established by the Maine Legislature.

**ORGANIZATION:** Originally established in 1969, the Municipal Valuation Appeals Board consists of five members appointed by the Governor, for three year terms. One member a former town assessor, one member a former city assessor, two members with prior experience in the appraisal of real estate and personal property, and one member "who shall represent the public." All former assessors and appraisers are required to have had a minimum of five years experience in their field.

**PROGRAM:** The Municipal Valuation Appeals Board received requests for hearings of the proposed 1983 State Valuation from eight municipalities during 1982. Two appeals were adjusted following revised studies made by the Property Tax Division and jointly agreed to by the Board. The proposed 1983 State Valuation was reduced in two municipalities following hearings before the Board. The proposed 1983 State Valuation of three municipalities was sustained following hearings before the Board. The Board increased the 1983 proposed State Valuation of one municipality following the hearing.

There were no appeals from municipalities failing to achieve an assessment ratio of 70% required under Title 36 Section 327, sub-section 1 M.R.S.A.

The Board keeps abreast of all Legislation adopted by the Legislature of any changes which would effect the determination of the State Valuation of municipalities by the Property Tax Division.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MUNICIPAL VALUATION APPEALS BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 15,739 | 15,739 | | | | |
| Health Benefits | 583 | 583 | | | | |
| Retirement | 1,734 | 1,734 | | | | |
| Other Fringe Benefits | 72 | 72 | | | | |
| Other Contractual Service | 3,875 | 3,875 | | | | |
| Rents | 2,875 | 2,875 | | | | |
| Commodities | 502 | 502 | | | | |
| Equipment | 225 | 225 | | | | |
| TOTAL EXPENDITURES | 25,605 | 25,605 | | | | |

# NEW ENGLAND BOARD OF HIGHER EDUCATION

**REPRESENTATIVE NEIL ROLDE**
**CHAIRMAN OF MAINE DELEGATION—**
**RICHARD REDMOND**
**Member of Maine Delegation—Acting Commissioner, DECS**

*Headquarters Office:* 45 Temple Place, Boston, Mass. 02111 *Telephone:* (617)357-9620
*Established:* 1955 *Sunset Review:* Not Established
*Maine Delegation Liaison Office:* Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2183
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333
*Reference: Policy Area:* 02; *Umbrella:* 98; *Unit:* 081; *Citation:* 20 M.R.S.A., Sect. 2752
*Average Count—All Positions:* 25 *Legislative Count:* 0

**PURPOSE:** The New England Board of Higher Education is a congressionally authorized regional, non-profit agency that seeks to encourage cooperation and efficient use of resources among colleges and universities in New England. Basic funding comes from the region's six states and New England-based corporations. The purposes of the New England Board of Higher Education are to provide greater educational opportunities and services through the establishment and maintenance of a coordinated educational program for the persons residing in the several states of New England parties to this compact, with the aim of furthering higher education in the fields of medicine, dentistry, veterinary medicine, public health and professional, technical, scientific, literary and other fields.

**ORGANIZATION:** Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

**PROGRAM:** The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Commission on Higher Education and the Economy, New England Regional Student Program, New England Council on Health Professions, research on selected topics in the allied health professions and in medicine, dentistry, veterinary medicine and nursing, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region, and emphasis on the retraining of the New England workforce.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

The Maine Delegation to the New England Board of Higher Education for FY 84 is as follows:

Representative Neil Rolde, York (Chairman of the Maine Delegation)
Representative Nathaniel J. Crowley, Jr., Stockton Springs (Vice Chairman of New England Board of Higher Education)
Richard Redmond, Acting Commissioner of the Department of Educational & Cultural Services
Patrick McCarthy, Chancellor of the University of Maine
Senator Kenneth Hayes
Donna Brown Evans, ED.D., Bangor
Rosalyne Bernstein, Portland
Senator Nancy Randall Clark, Freeport

**PUBLICATIONS:**

*Facts about New England Colleges*
A compilation of up-to-date commonly used statistics (Free)
*Connection*
A Quarterly newsletter which is devoted to discussion of major problem areas in the region's higher education community (Free)
*New England Regional Student Program Enrollment Report (Free)*

*New England Residence and Migration Report 1975-1976 (Free)*
*New England Regional Student Program Offerings (Undergraduate) (Free)*
*New England Regional Student Program Offerings (Graduate) (Free)*
*New England Higher Education and the Economy:*
  *Commission Prospectus ($2.00)*
  *Issues Reports ($1.00)*
  *Preliminary Report, A Threat to Excellence* ($3.00)
  *Business and Academia,* Hoy and Bernstein ($12.00)
  *New England's Vital Resource: The Labor Force,* Hoy and Bernstein ($12.00)
  *Financing Higher Education: The Public Investment* (19.95)

**FINANCES, FISCAL YEAR 1983:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

# (OFFICE OF) COMMISSIONER OF PERSONNEL

**DAVID W. BUSTIN, COMMISSIONER**

*Central Office:* State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
*Mail Address:* Statehouse Sta. #4, Augusta, Maine 04333

*Established:* 1937 *Sunset Review Required by:* June 30, 1987

*Reference: Policy Area:* 00; *Umbrella:* 60; *Unit:* 389; *Citation:* 5 M.R.S.A., Sect. 631

*Average Count—All Positions:* 35 *Legislative Count:* 36

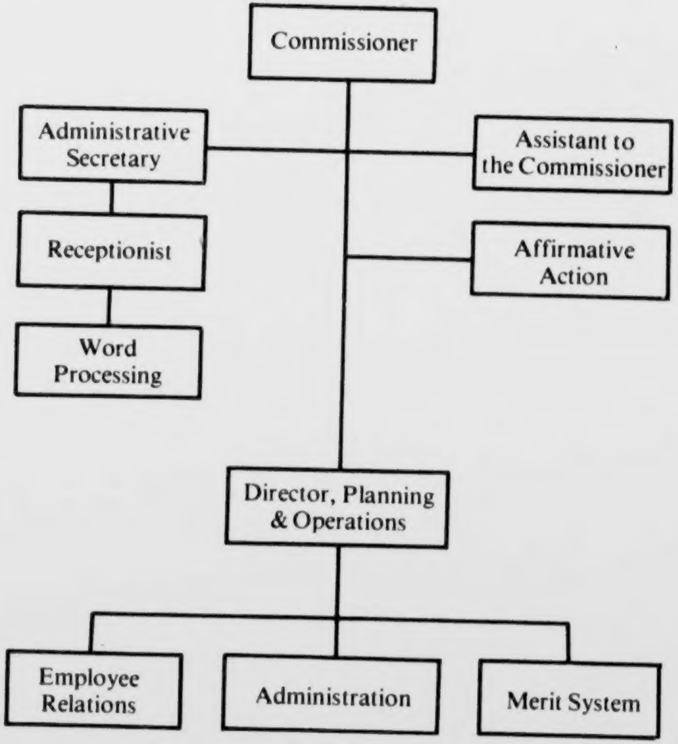
*Organization Units:*
Merit System Division
Administrative Division
Employee Relations Division (See also Governor's Office of Employee Relations unit reported under the Executive Department).

**PURPOSE:** The (Office of) Commissioner of Personnel was established to promote effective service and economy in the offices and employment of the State; to ensure that positions essentially alike in duties and responsibility are treated alike in pay and other personnel processes; and to ensure that applicants for State positions are afforded fair and equal opportunity to obtain employment on the basis of merit and fitness.

Through the authority vested in the Commissioner of Personnel, the (Office of) Personnel is an independent service agency of State government. The Commissioner, under legislation passed by the 107th Legislature, is empowered to prescribe, amend and enforce rules and regulations having the force of law upon approval of the Governor, relative to: eligible registers; classification of positions in the classified service; compensation plans; examinations for admission to the classified service; provisional, emergency, exceptional and temporary appointments; probationary period; transfer, reinstatement; demotion; suspension, layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; in-service training; service ratings, and certification of payroll. The Commissioner is further empowered to conduct special investigation of any action or condition presumed adverse to, or in violation of, State Personnel Law and the rules and regulations made thereunder.

**ORGANIZATION:** In 1937, the State's merit system law, statutorily designated as the Personnel Law, was enacted. Patterned after the federal civil service law, it established the foundation for merit system administration in Maine. The Act provided for a three-member State Personnel Board and a Director of Personnel and defined their respective powers, duties and responsibilities. Administration of this law was vested in the Director of Personnel who functioned as head of the Bureau of Personnel within the Department of Finance, and who was appointed by the Board to serve a term at its pleasure. In 1941, the personnel function was removed from the Department of Finance and accorded the status of a separate department, although its authori-

# ORGANIZATIONAL CHART
# (OFFICE OF) COMMISSIONER OF PERSONNEL
# UMB 60



Approved by the Bureau of the Budget

## CONDOLIDATED FINANCIAL CHART FOR FY 83
## (OFFICE OF) COMMISSIONER OF PERSONNEL

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 602,723 | 602,723 | | | | |
| Health Benefits | 21,184 | 21,184 | | | | |
| Retirement | 112,584 | 112,584 | | | | |
| Other Fringe Benefits | 3,597 | 3,597 | | | | |
| Computer Services—State | 87,555 | 87,555 | | | | |
| Other Contractual Service | 118,830 | 118,830 | | | | |
| Rents | 3,852 | 3,852 | | | | |
| Commodities | 15,003 | 15,003 | | | | |
| Equipment | 3,221 | 3,221 | | | | |
| **TOTAL EXPENDITURES** | 968,549 | 968,549 | | | | |

ty remained vested in the Director of Personnel. In 1976, the Legislature revised the Personnel Law elevating the Director of Personnel to a commissionership and empowering the Commissioner with major powers and duties formerly the responsibility of the Personnel Board. By statute, the Commissioner is appointed by the Governor, after consultation with the Personnel Board and review by the Joint Standing Committee on State Government. The Commissioner serves at the pleasure of the Governor or until a successor has been appointed and qualified.

In January 1981, the Governor placed the Office of Employee Relations under the direction and control of the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

All functions are accomplished through the following divisions:

*The Administrative Division* is responsible for all business management functions, for coordinating research and information services, and for the maintenance and improvement of administrative processing and information services.

*The Merit System Division* is responsible for job analysis and maintenance of the classification plan, examination construction and validation, recruitment, application review and evaluation, examination administration, maintenance of registers (job referral lists), administration and revision of Personnel Law and Rules, maintenance of records (manual and automated), collective bargaining advice and support, and review of legislation.

*The Employee Relations Division* is responsible for the negotiation and administration of contracts, employee relations programs and policies, for representing the state in bargaining unit determinations, prohibitive practice issues and similar proceedings, and for representing the state in Courts of Law.

**PROGRAM:** FY 1983 marks the 46th year of merit system administration in Maine state government. Since the enactment of merit system legislation in 1937, the (Office of) Commissioner of Personnel and a State Personnel Board have been vested with the authority for its administration. The purpose of merit system administration remains unchanged—to select, examine, appoint, train and develop a competent and efficient work force to carry out the business of the State of Maine.

**Goals and Objectives.** The goal of the (Office of) Commissioner of Personnel continues to be to provide a workable, modern, merit-based personnel management system for State agencies. Immediate objectives are to:

1. Continue to evaluate and improve the existing system in terms of its contribution to effective personnel management and employee relations in State agencies;
2. Continue to react promptly to employee concerns and grievances and to improve employee relations in general.
3. Continue and expand training programs for State supervisors and employees and encourage staff development at agency level.
4. Continue development of a classification plan which is documented, referenced to job analysis findings, and meets service needs.
5. Continue to explore and implement effective use of electronic data processing and streamlined processes.
6. Continue to improve communication with the public, state employees and state agencies.
7. Continue to provide better examination procedures through use of job analysis techniques and content validity models.
8. Continue to adhere to concepts and programs in support of equal employment opportunity and affirmative action in the public service.
9. Continue and expand cooperative personnel functions and improvements with line agencies.
10. Continue to confer and negotiate in good faith with certified bargaining agents and to make good faith attempts to resolve labor-management issues in a mutually productive manner.

The **Merit System Division** and the **Administrative Division** and the **Affirmative Action Coordinator** implemented the automated applicant tracking system for all application and examination processing. The system processes in excess of 15,000 candidates annually with minimal processing time, with accurate record keeping, and with minimal routine clerical functions required. The system aids in examination evaluation for job relevance and for any adverse impact on groups protected by affirmative action provisions. New application forms now provide improved information for evaluating candidates and for the State's Affirmative Action Program.

Both divisions began improvements recommended by the joint report of the Governor's Management Task Force and the Department of Personnel in January of 1982:

1. The Merit System Division worked in conjunction with Arthur Young & Co. to complete a broad audit of the State's classification and compensation structure. The audit provided the design for revisions and improvements in job classification, job evaluation, and pay grade structure. The improvement program is geared to meet the State's personnel needs better while improving consistency and ease of classification and compensation system administration.
2. A Performance Appraisal Study Group reviewed the current performance appraisal system and alternatives. The group is developing a revised system that is less complicated and more standardized and that places an emphasis on employee development and motivation. Improved training for supervisory personnel will also be provided.
3. Line agency cooperation and decentralized functions progressed with several major agencies in reviewing classes for direct hire by agencies, classification development, evaluation and examination.
4. To assure consistent practices, all positions in classifications subject to direct hire by line agencies must now be processed through a standard application form and procedures; all direct hire positions open to public recruitment must now be listed with the Maine Job Service.
5. Fifty written examinations for major classifications were revised and validated.
6. The department concluded a study aided by Central Computer Services to review processing and information needs for State personnel administration for the Department of Personnel, the Governor's Office of Employee Relations, line agencies, and other administrative agencies. Based upon the study findings, a computer software package for a modern personnel management and reporting system was purchased and system implementation began with the assistance of Central Computer Services. The new system eliminates redundant recordkeeping, lowers processing time, and increases the efficiency and ability of the State to maintain and analyze personnel information for a broad range of purposes, including routine personnel processing, work force analysis and planning, personnel budgeting, and labor relations.

The State Affirmative Action Coordinator was involved in each of the Department's major projects. In addition, the Coordinator assisted in the amendment of Personnel Rules to provide the opportunity for job interviews to women, minorities, disabled persons and other protected groups where there is a demonstrated underutilization or underrepresentation of these groups.

The Affirmative Action Coordinator initiated development of expanded training and apprenticeship programs in State government. Expanded training and apprenticeship programs provide increased upward mobility for current employees and fair employment opportunities for targeted applicant groups.

The **Governor's Office of Employee Relations** continued functioning as a division of the Department of Personnel. The division began negotiations with the bargaining representatives of all nine employee bargaining units, with all contracts expiring on June 30, 1983. The division carried out its normal role in contract administration, assistance to labor relations staff in line agencies, and representation of the State in grievance and arbitration proceedings, proceedings before the Maine Labor Relations Board, and the courts.

The two and one-half member **Training Unit** office carried out its first full year of services with a major contribution of a twenty-member training cadre drawn from various line agencies. The cadre is trained by and serves under the supervision of the Training Unit. The unit's primary goal of providing a core supervisory program was accomplished. The core program, which includes a three-day supervisory skills workshop and one-day programs in performance appraisal and discipline, enrolled approximately 1,000 State employees during FY 1982-83. The Training Unit also has conducted labor relations conferences for personnel staff from line agencies. Other programs being developed include contract administration, communication skills, personnel policies and procedures, office skills for clerical workers.

At the direction of the Governor, the Office reviewed the State's role in workers' compensation for State employees, and then under Executive Order and legislative action, was given responsibility for central case management. Under the central case management system, all

State agencies follow the same procedures subject to the monitor and approval of an Assistant Director of the Office of Employee Relations. The office coordinates the work of contracted adjustment services, the Attorney General's Office, the Department of Personnel, and line agencies in improving case management, providing safety programs, and resolving individual cases.

Pursuant to bargaining agreements, the office has established committees representing labor and management and working in several areas:

1. A comparable worth study.
2. An Employee Assistance Program review. Recommendations from this committee have led to funding to increase current staff and broaden the program.
3. Alternative Working Hours. Committee work has provided for the implementation of job-sharing, flexi-time, and altered work weeks across State government.

**PUBLICATIONS:** The following publications may be obtained through the Department of Personnel:

State of Maine Personnel Rules ($1.50)
A Summary of Classes Continuously Open to Application (Free)
The Oral Exam and You (Free)
RCL (Registration, Certification, Licensure) Guide (Free)
Career Opportunity Bulletins (Free)
Veterans Preference in Maine State Service (Free)
Direct Hire Employment Classifications (Free)
Salary Schedules (With Alphabetical Listing of Classes and Ranges) ($6.17)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| (OFFICE OF) COMMISSIONER OF PERSONNEL (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 602,723 | 602,723 | | | | |
| Health Benefits | 21,184 | 21,184 | | | | |
| Retirement | 112,584 | 112,584 | | | | |
| Other Fringe Benefits | 3,597 | 3,597 | | | | |
| Computer Services—State | 87,555 | 87,555 | | | | |
| Other Contractual Service | 118,830 | 118,830 | | | | |
| Rents | 3,852 | 3,852 | | | | |
| Commodities | 15,003 | 15,003 | | | | |
| Equipment | 3,221 | 3,221 | | | | |
| **TOTAL EXPENDITURES** | 968,549 | 968,549 | | | | |

# EMPLOYEE SUGGESTION SYSTEM BOARD

**DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL**

*Central Office:* State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
*Mail Address:* Statehouse Sta. #4, Augusta, Maine 04333

*Established:* 1981

*Reference: Policy Area:* 00; *Umbrella:* 60; *Unit:* 408; *Citation:* 5 M.R.S.A., Sect. 642

*Average Count—All Positions:* 3 *Legislative Count:* 0

**PURPOSE:** The Employee Suggestions System Board consists of the Commissioners of Personnel and Finance and Adminsitration, ex officio, and one other Commissioner appointed by the Governor. The Commissioner of Transportation has been appointed. The board is authorized to provide cash or honorary awards to State employees whose adopted suggestions will result in substantial savings or improvement in State operations. With staff assistance from the Department of Personnel, the board has drafted guidelines and procedures, with program operation to begin in the fall of 1983.

**FINANCES, FISCAL YEAR 1983:** This unit had no financial activity during this reporting period.

# STATE PERSONNEL BOARD

**ANNALEE Z. ROSENBLATT, CHAIRPERSON**

*Central Office:* State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
*Mail Address:* Statehouse Sta. #4, Augusta, Maine 04333

*Established:* 1937 *Sunset Review:* Not Established

*Reference: Policy Area:* 00; *Umbrella:* 92; *Unit:* 388; *Citation:* 5 M.R.S.A., Sect. 591

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** Except where addressed through a governing bargaining agreement, the State Personnel Board hears and resolves appeals concerning the application of the State's classification and pay allocation systems and concerning disputes between permanent employees and their agencies. The Board serves as a general advisory board to the Commissioner.

**ORGANIZATION:** The Board consists of five members of the public, each experienced in personnel relations or management. Appointments to the Board are made by the Governor, with review by the Joint Standing Committee on State Government and confirmation by the Legislature. One member of the Board is designated by the Governor as chairman. Each appointment is for a term of four years and until a successor has been appointed and qualified.

**PROGRAM:** During FY 83, the State Personnel Board reviewed and approved a new Code of Operations for the Maine Warden Service (The Board recommended, and the Department of Inland Fisheries & Wildlife incorporated, a change to policy with respect to pre-employment physicals for members of the Warden Service); reviewed and endorsed the work of the Performance Appraisal Study Group. Recommendations of the study group will be submitted to the Board.

The Board adopted procedures for hearing employee grievances under Chapter 63 of Title 5.

The Board heard and decided one reclassification appeal under the requirement and authority of 5 MRSA §593 and heard and decided one employee grievance under requirement and authority of §§751-753 of Personnel Law.

The Board also reviewed general program and legislative developments.

**PUBLICATIONS:** State Personnel Board—*Procedure for Hearing Appeals* (free)—May be obtained through the (Office of) Commissioner of Personnel.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $1,662 in FY 83 and are, by administrative decision, included with those of the (Office of) Commissioner of Personnel.

# MAINE POTATO QUALITY CONTROL BOARD

## STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

*Central Office:* 744 Main Street, Presque Isle *Telephone:* 769-2711
*Mail Address:* 744 Main St., Presque Isle, Maine 04769
*Established:* 1981 *Sunset Review Required by:* June 30, 1990
*Reference: Policy Area:* 01; *Umbrella:* 90; *Unit:* 304; *Citation:* 7 M.R.S.A., Sect. 1033
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine Potato Quality Control Board's purpose is to improve the quality of Maine potatoes; adopt grades for potatoes and identification to be used on consumer packs of potatoes to be packed in Maine bags; to hear and resolve grievances regarding inspections; and to adopt a fee schedule to cover necessary expenses of the board.

**ORGANIZATION:** The Maine Potato Quality Control Board was created in 1981. The board consists of nine members, of whom one is elected by the Maine Potato Commission; one elected by the Maine Potato Sales Association; one a representative of the department, one appointed by the Governor to represent consumers, and five elected by the Maine Potato Council, one from District No. 1, one from District No. 3, one from District No. 4, and two from District No. 2. Members serve for staggered 2 year terms.

**PROGRAM:** The Board established grade standards for potatoes packed in bags readily identifiable as originating in Maine ("Maine Bags"). Those grades are superior to the standard US No. 1. The Board also adopted a uniform bag design and in conjunction with the Maine Potato Commission has promoted that package to the trade.

One objective of Quality Control Board activities is to increase the percentage of potatoes inspected. The Board recommended that the Commissioner establish inspection fees for potatoes in the Federal-State Inspection Program at a reduced rate for participants in the Maine Bag Program. The basic fee was set at 14 cents/cwt for track inspections, but participants in the Maine Bag Program were charged only 6 cents/cwt. Late in the season this fee was reduced to 4 cents/cwt.

Unfortunately, despite the low cost for inspection services, participation in the program was well below anticipated levels for the second year in a row.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE POTATO QUALITY CONTROL BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| EXPENDITURES | | | | | | |
| Grants—Subsidies—Pensions | 30,000 | 30,000 | | | | |
| TOTAL EXPENDITURES | 30,000 | 30,000 | | | | |

# DEPARTMENT OF PUBLIC SAFETY

**ARTHUR STILPHEN, COMMISSIONER**

*Central Office:* 36 Hospital Street, Augusta *Telephone:* 289-3801
*Mail Address:* Statehouse Sta. #42, Augusta, Maine 04333
*Established:* 1971 *Sunset Review Required by:* June 30, 1990
*Reference: Policy Area:* 06; *Umbrella:* 16; *Unit:* 219; *Citation:* 25 M.R.S.A., Sect. 2901
*Average Count—All Positions:* 546 *Legislative Count:* 461
*Organizational Units:*

Bureau of State Police
Office of the State Fire Marshal
Capitol Security Police

Bureau of Liquor Enforcement
Maine Criminal Justice Academy
Board of Trustees Criminal Justice Academy
Bureau of Safety

**PURPOSE:** The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the State Fire Marshal, and the Bureau of Liquor Enforcement.

The Commissioner of Public Safety may organize the Department into such divisions in addition to the Bureau of State Police as he deems necessary.

**ORGANIZATION:** The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety. The Vehicle Equipment Safety Commission responsibility was removed to the Department of Transportation in 1972, and a 1973 amendment established the Department's organizational structure.

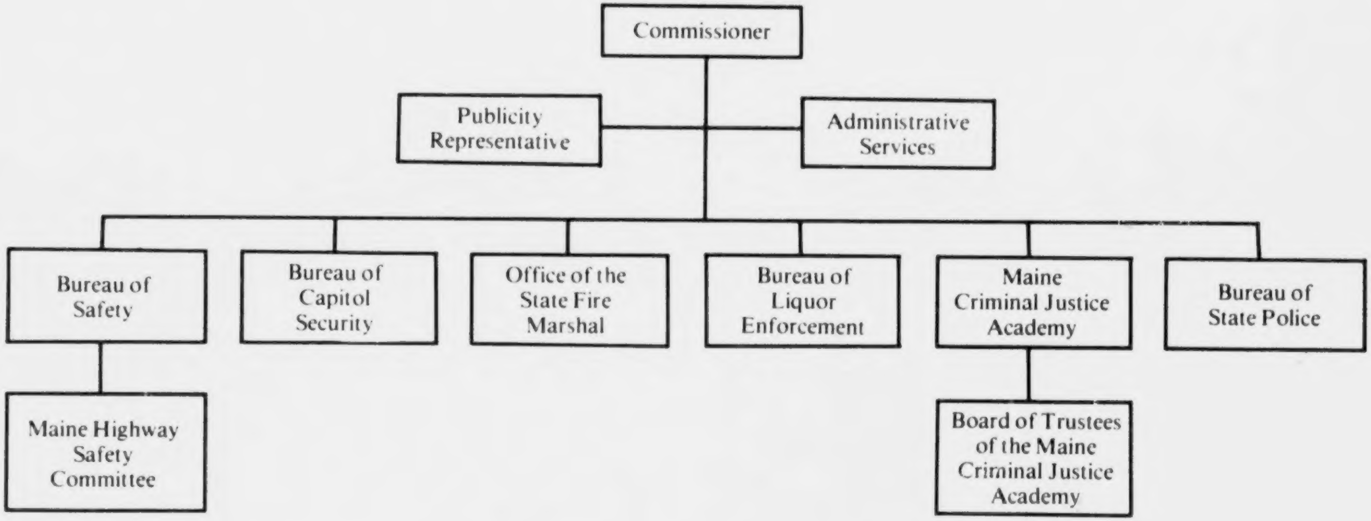
In 1978 the 108th Legislature added the Bureau of Capitol Security to the organization of the Department. Executive Order 6 Fy 80/81 brought about the Department's present form by transferring responsibility for administering the Highway Safety Program in Maine from the Department of Transportation. Through this Executive initiative, the Bureau of Safety was removed from the Department of Transportation with the Maine Highway Safety Committee reorganized to advise the Department of Public Safety and the Governor on highway safety matters.

**PROGRAM:** Other than Administration and the Bureau of Capitol Security, the activities of the Department during FY 83 are discussed in the individual reports of its components.

**Administration.** Effective with fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office" following the appointment by the Governor of the first civilian Commissioner of the Department of Public Safety. This program included the Commissioner and the Director, Administrative Services. The Department further formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to the Bureaus and Divisions of the Department in the areas of Finance, Personnel, Printing and Audit, as described below:

*Finance Office:* This office provides accounting and budgetary services to the organizational units of the Department, which include the processing of bills for payment, preparation of purchase orders, maintenance of accounting records and transactions, maintenance of accounts receivable, preparation of bills and charges for services, analysis of expenditures and revenues, preparation of work programs and allotments, maintenance of vehicle accident and industrial accident reports, preparation of financial reports and comparative financial data and the maintenance of capital equipment and real property inventory control records.

# ORGANIZATIONAL CHART
# DEPARTMENT OF PUBLIC SAFETY
# UMB 16


Commissioner
Publicity Representative
Administrative Services
Bureau of Safety
Bureau of Capitol Security
Office of the State Fire Marshal
Bureau of Liquor Enforcement
Maine Criminal Justice Academy
Bureau of State Police
Maine Highway Safety Committee
Board of Trustees of the Maine Criminal Justice Academy

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF PUBLIC SAFETY

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salarics and Wages | 10,275,505 | 928,958 | 629,157 | 8,567,640 | 149,750 | |
| Health Benefits | 474,174 | 41,485 | 28,096 | 398,929 | 5,664 | |
| Retirement | 3,243,478 | 166,271 | 122,808 | 2,930,255 | 24,144 | |
| Other Fringe Benefits | 141,768 | 11,754 | 8,248 | 120,950 | 816 | |
| Computer Services—State | 53,053 | | 3,086 | 49,967 | | |
| Other Contractual Service | 2,834,447 | 469,435 | 183,337 | 2,078,814 | 102,861 | |
| Rents | 151,731 | 174 | 14,249 | 137,301 | 7 | |
| Commodities | 374,386 | 58,632 | 22,510 | 285,622 | 7,622 | |
| Grants—Subsidies—Pensions | 1,006,087 | 6,611 | 25 | 954,651 | 44,800 | |
| Buildings and Improvement | 6,845 | 6,845 | | | | |
| Equipment | 1,090,903 | 48,453 | 25,110 | 859,043 | 158,297 | |
| Transfers to Other Funds | 282,452 | | 9,685 | 257,345 | 15,422 | |
| **TOTAL EXPENDITURES** | 19,934,829 | 1,738,618 | 1,046,311 | 16,640,517 | 509,383 | |

Fiscal year 1983 continued the departmental responsibility accounting system in which the responsibility center managers were held accountable for the expenses they incurred in the operation of their respective units. Greater management involvement and financial accountability was achieved in budget planning and the periodic review of operational accomplishments through the comparison of actual performance to budget forecasts. In order to assist in this endeavor, the Department continued to utilize a computerized on-line system to record financial transactions on a timely basis and to provide expense and budget reports to unit managers.

During Fiscal Year 1983, this office continued the development of a computerized fixed asset file to replace manual records and to account for all fixed assets by responsibility center. Quarterly equipment reports and year end reconciliation reports were generated by computer and submitted to the Bureau of Public Improvements for all Bureaus except the State Police during FY 83.

For fiscal year 1984, this office will place greater emphasis on budget planning at all levels of the Department in order to achieve full financial management and control. Efforts also will continue toward computerizing the fixed assets of the Bureau of State Police during FY 84 in order to place greater emphasis on management accountability at the Divison and Troop level for capital equipment control and to provide a more effective means to conduct annual physical inventoreis of fixed assets.

*Personnel Office:* This office administers all procedures for the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations for 524 employees in the Department who comprise 75 different authorized classifications.

During Fiscal Year 1983, a revision of State Police promotional examinations continued, along with the continuation of the reorganization of the State Fire Marshal's Office. The Bureau of Liquor Enforcement received new titles for its Law Enforcement personnel. The Communications Center employees, on a statewide basis, received an upgrade in salary, along with the Fingerprint Classifier series under the Bureau of Identification. Other various positions within the department, such as Payroll Supervisor and the Automotive Mechanic series, received upgrades in salary.

New procedures for Job Analysis/Evaluation were established to expedite requests for upgrading and downgrading of positions. Training was given to Public Safety managers and supervisors in the subject areas of Supervision and Employee Discipline, utilizing the State Training Team. A new extensive orientation interview package was written and utilized in the orientation of new employees hired within the Department. The computerization of partial personnel files began and is ongoing. The Maine State Police entered into a Consent Decree with the U.S. Department of Justice regarding the hiring of women as Maine State Police Troopers. The Office of Personnel completed the computerization of the Retiree Roster.

Other major accomplishments for FY 83 were: (12) promotions; (61) new hires; (57) separations; (33) job analyses for new positions and reclassifications/range changes; (76) out of state travel requests processed; (617) applicant inquiries answered; (376) performance appraisals; (17) grievances and arbitration cases (excluding State Police uniform positions); (70) training requests; and, (35) acting capacity requests.

In FY 84, the Personnel Office plans to develop and distribute Policies and Procedures outlining the responsibilities of the Office. Promotional examinations for all Law Enforcement classifications under the Bureau of State Police will be finalized and conducted. The Department will continue to revise its efforts in the hiring of women and minorities for the classification of State Police Trooper and announce the classification and process applications through each examination phase to commence a State Policy Academy in early 1984. The Personnel Office will continue the job analyses of Law Enforcement classifications in the Motor Carrier Safety Section of the Maine State Police Traffic and Safety Division and in the Bureau of Liquor Enforcement. Lastly, this Office will continue the reorganization of the State Fire Marshal's Office and the expansion of the computerization of various personnel records.

*Audit:* This Office is responsible for the external audit of all National Highway Traffic Safety Administration project grants in the State of Maine in accordance with National Highway Traffic Safety Administration guidelines, the applicable highway safety plan, the HS-1 project grant contract and the requirements of Office of Management and Budget circulars A-102 and A-87; and, the internal audit of the Bureau of Safety Planning and Administration function in compliance with Attachment P to Office of Management and Budget circular A-102.

This office was formed as part of the transfer of the Bureau of Safety from the Department of Transportation under Executive Order 6 FY 80/81 to include responsibility for conducting audits of National Highway Traffic Safety Administration projects and highway safety program operations and financial compliance in the State of Maine.

During FY 83, this office concluded the audit of fifteen (15) project grants which remained from the original fifty one (51) project grants ready for audit at the time the Bureau of Safety was transferred to the Department of Public Safety. Approval also was granted in FY 83 by the Contract Review Committee to solicit competitive bids from independent accounting firms to undertake the internal audit of the highway safety programs for the period January 1, 1981 to September 30, 1982.

For FY 84, this office plans to conclude the above mentioned internal audit of the highway safety programs for the period January 1, 1981 to September 30, 1982. In addition, a new, permanent Highway Safety Auditor will be hired in FY 84 in order to establish a more consistent approach to the audit responsibility.

*Printing Office:* This office provides a full range of in-house printing and graphic arts to Departmental Bureaus and Divisions at the least cost possible.

During Fiscal Year 1983, this office achieved the following operational accomplishments: 2,740,367 impressions; 735,231 copies collated; 760,731 copies stapled; 736,153 copies padded; 151,100 copies bound; 797,728 copies drilled; 192,278 copies folded; 936,220 copies cut; and, 282 layout/design hours. The above production results were achieved at an average per impression cost of $.012.

For fiscal year 1984, this office will continue to maintain the lowest possible cost per impression by evaluating printing equipment, procedures and methods in the interest of cost-effectiveness. In particular, this office will evaluate alternative equipment purcahses in order to increase operational efficiency in view of the growth rate in Departmental printing needs.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 192,588 | 64,382 | | 128,206 | | |
| Health Benefits | 7,095 | 1,049 | | 6,046 | | |
| Retirement | 57,732 | 13,044 | | 44,688 | | |
| Other Fringe Benefits | 2,200 | 312 | | 1,888 | | |
| Other Contractual Service | 75,356 | 8,585 | | 66,771 | | |
| Commodities | 1,732 | 94 | | 1,638 | | |
| Grants—Subsidies—Pensions | —904 | —904 | | | | |
| Buildings and Improvement | 6,845 | 6,845 | | | | |
| Equipment | 5,265 | 3,766 | | 1,499 | | |
| Transfers to Other Funds | 18,070 | | | 18,070 | | |
| **TOTAL EXPENDITURES** | 365,979 | 97,173 | | 268,806 | | |

# BUREAU OF CAPITOL SECURITY

**DONALD SUITTER**

*Central Office:* State Office Bldg., Augusta *Telephone:* 289-3477
*Mail Address:* Statehouse Sta. #42, Augusta, Maine 04333

*Established:* 1977 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 06; *Umbrella:* 16; *Unit:* 219C; *Citation:* 25 M.R.S.A., Sect. 2901A

*Average Count—All Positions:* 12 *Legislative Count:* 12

**PURPOSE:** The Bureau of Capitol Security is charged with the securing of buildings and properties during and after the hours of operation and the enforcement of all State Laws and departmental rules and regulations as they pertain to the Capitol Complex and Augusta Mental Health Institute Complex. The Bureau is also charged with supplying the control of traffic flow and parking at the Capitol Complex and the Augusta Mental Health Institute Complex.

**ORGANIZATION:** The Bureau of Capitol Security was established by the legislature in 1977 as a branch of the department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvements. In its present form the Bureau is made up of an administrative head with the title of Chief, one supervisor (Sergeant), nine security officers, and one Clerk Typist.

**PROGRAM:** During fiscal year 1983, the Bureau processed over 2,000 complaints, handled 1 major demonstration, issued 6,464 parking tickets, which generated $4,476.75 to the State's General Fund, and investigated 25 automobile accidents. The major objective of the Bureau for fiscal year 1984 is to continue meeting the security needs for the State House Complex and the Augusta Mental Health Institute Complex.

**LICENSES, PERMITS, ETC.:**

Capitol Area Activity Permit.
And as specified in individual reports

**PUBLICATIONS:**

Capitol Area Security Regulations.
Rules and Regulations relating to parking on State Property.
And as specified in individual reports

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF CAPITOL SECURITY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| EXPENDITURES | | | | | | |
| Salaries and Wages | 156,838 | 156,838 | | | | |
| Health Benefits | 7,681 | 7,681 | | | | |
| Retirement | 24,752 | 24,752 | | | | |
| Other Fringe Benefits | 2,983 | 2,983 | | | | |
| Other Contractual Service | 11,452 | 11,452 | | | | |
| Commodities | 5,367 | 5,367 | | | | |
| Equipment | 1,934 | 1,934 | | | | |
| TOTAL EXPENDITURES | 211,007 | 211,007 | | | | |

# MAINE CRIMINAL JUSTICE ACADEMY

## MAURICE C. HARVEY, DIRECTOR

*Central Office:* 93 Silver Street, Waterville *Telephone:* 289-2788
*Mail Address:* 93 Silver Street, Waterville, Maine 04901
*Established:* 1973 *Sunset Review Required by:* June 30, 1990
*Reference: Policy Area:* 06; *Umbrella:* 16; *Unit:* 228; *Citation:* 25 M.R.S.A., Sect. 2801
*Average Count—All Positions:* 15 *Legislative Count:* 14

**PURPOSE:** The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and correction personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

**ORGANIZATION:** The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioner, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesigned Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

**PROGRAM:** During FY 83 the Trustees certified 106 Law Enforcement Officers, 113 Correction Officers and 243 Reserve Officers. They also waived 19 law enforcement training requirements. The "Board" certified 4 courses of instruction, 4 Training Coordinator certificates and issued 26 Instructor Certificates. They recognized 11 Chiefs and Sheriffs who met the required experience, training, and education for Executive Certification. The Academy sponsored 79 specialized and refresher in-service courses that were conducted to approximately 2,402 law enforcement and correction officers. Also during FY 83 outside agencies utilized the Academy's facilities with 2,721 persons in attendance.

**LICENSES, PERMITS, ETC.:**

Doppler Traffic Radar Certificate
Intoxilyzer Operation Certificate

**PUBLICATIONS:**

Administrative Provisions Manual
Reserve Officer Training Manual

Newsletter
Catalog

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE CRIMINAL JUSTICE ACADEMY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 252,260 | 249,057 | 1,350 | | 1,853 | |
| Health Benefits | 11,896 | 11,960 | | | —64 | |
| Retirement | 40,703 | 40,121 | | | 582 | |
| Other Fringe Benefits | 1,659 | 1,635 | | | 24 | |
| Other Contractual Service | 241,140 | 134,062 | 81,557 | | 25,521 | |
| Rents | 198 | 174 | 24 | | | |
| Commodities | 68,693 | 47,782 | 18,158 | | 2,753 | |
| Equipment | 3,994 | | 3,994 | | | |
| Transfers to Other Funds | 2,319 | | 1,703 | | 616 | |
| **TOTAL EXPENDITURES** | 622,862 | 484,791 | 106,786 | | 31,285 | |

# BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

## MARY LOUISE SMITH, CHAIRMAN

*Central Office:* 93 Silver Street, Waterville *Telephone:* 289-2788
*Mail Address:* 93 Silver Street, Waterville, Maine 04901

*Established:* 1969 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 06; *Umbrella:* 16; *Unit:* 227; *Citation:* 25 M.R.S.A., Sect. 2802

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and finally, to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and correction officers.

**ORGANIZATION:** In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees consists of 13 members as follows: the Commissioner of Public Safety, the Attorney General, and the Commissioner of Mental Health and Corrections, all ex officio; and the following members who are appointed by the Governor: a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen and a municipal officer. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of

Trustees, to conduct the Academy's training programs, and finally, to accept any federal funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise the day-to-day operations of the Academy and to carry out the policies of the Trustees.

**PROGRAM:** See the Maine Criminal Justice Academy.

**LICENSES, PERMITS, ETC.:**

Basic Certificate (full-time law enforcement/correction personnel)
Chief/Sheriff Certification
Instructor Certification
Course Certification
Reserve Officer Certification

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Maine Criminal Justice Academy.

# OFFICE OF THE STATE FIRE MARSHAL

**DONALD M. BISSET, STATE FIRE MARSHAL**
**RONALD I. EVANS, Asst. State Fire Marshal**

*Central Office:* 99 Western Ave., Augusta *Telephone:* 289-2481
*Mail Address:* Statehouse Sta. #52, Augusta, Maine 04333

*Established:* 1973 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 06; *Umbrella:* 16; *Unit:* 224; *Citation:* 25 M.R.S.A., Sect. 2396

*Average Count—All Positions:* 30 *Legislative Count:* 0

**PURPOSE:** The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage, transportation, sale, and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

**ORGANIZATION:** The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims, resulting from set fires. The last four and a half decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority have broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of the State Fire Marshal. The office now provides 14 full time investigators, four transferred from the State Police. The trooper detectives are teamed with experienced fire investigators.

The plans review section of the Office of the State Fire Marshal is assigned one full time Plans Examiner who works closely with the design and construction professions to insure that all new construction and major renovations in institutional, educational, and assembly facilities comply with the various State Codes. The remaining field personnel of the Office of the State Fire Marshal are active on a daily basis conducting inspections of various types of occupancies and are responsible for fire investigations within their district.

The inspection programs of the Fire Marshal's Office were analyzed to determine the effectiveness of our service delivery and their cost effectiveness. From the study, a plan evolved to increase our inspection capability. In the past, fire inspectors conducted both fire inspections and investigations. As the rate of set fires increased, more time was given to investigations with a resulting decrease in general inspections. By restructuring the work force into two major components — one inspectional and one investigative — we are able to separate the two functions and by redefining the job description of the fire inspector, making the position into a standard work week for the investigators. These new fire inspectors are two pay ranges below the investigators which results in reduced costs. The Supervisor of Patient Care Facilities is the Supervisor of this new inspectional force. When fully operational, fire investigators will only be assigned occasional involved inspections while the fire inspector will do the day-to-day life and fire safety inspections.

**PROGRAM:** The legislative activity of the Fire Marshal's Office during the first regular session of the 111th consisted of minor changes in existing State laws and, additionally, restructuring the fee schedule of permits required for fireworks, explosives, flammable liquid tanks, and construction.

The Fire Marshal's Office, along with other State agencies, continued to provide public education in wood burning safety and the importance of maintenance of smoke detectors. These programs continued to inform the public and make them aware of the hazards and dangers associated with burning wood and unvented portable kerosene heaters.

The Criminal Justice Academy, in cooperation with the Fire Marshal's Office, continued to provide traiing at the Criminal Justice Academy on the team approached to fire and arson investigation. Participating communities sent a member from their fire departments and the police departments. These students were trained as a team to provide and respond to fire investigations in their communities.

During FY 82-83, the Fire Marshal's Office continued its enforcement programs concerning the requirements for early warning fire detection in our larger two story wood frame hotels and motels along with enforcing the smoke detector requirements for apartment buildings.

During calendar year 82, th number of incendiary fires decreased following the downward trend starting in 1981. 571 fires were investigated in calendar year 1982. As compared with 1981, this decrease reflects the national trend in decreasing arson activity and also reflects work being undertaken by many of the municipalities who have been given fire investigation training at the Maine Criminal Justice Academy and who continue to screen many fires relieving the Fire Marshal's Office of this task.

The number of plans checked by the Plan Review Section of the Fire Marshal's Office reflected a slight increase of the previous year; however, the Plans Examiner, at random, field checks projects issued a permit.

The Patient Care Section has now been merged into the new bureau of Inspection and this section continues with the federally designed fire safety evaluation system for those patient care facilities still operating under waivers. The system provides numerical weights and credits for alternative safety measures and as the evaluation program continues, all waivers will be dissolved. The inspectional section will continue to provide public education in the broad area of fire safety and will continue its training programs providing evacuation and staff training at hospitals and nursing homes throughout the state.

In the calendar year 1982, Maine experienced 36 fire deaths. This figure is the highest since 1979 but well below the annual average of 48 deaths experienced for the previous thirty years.

**LICENSES, PERMITS, ETC.:**

License:

- Traveling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
  - Theaters & Motion Picture Houses.
- Motor Vehicle Racing.
- Fireworks Display.
- Fireworks, Competent Operator.

Permit:

- Construction Permits & Plans Review.
- Explosives, Transportation & Storage.
- Flammable Liquids, Above & Underground.

**PUBLICATIONS:**

Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).

Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).

Rules and Regulations Governing Storage and Display of Fireworks (No Fee).

Rules and Regulations Governing the Proper Operation of Mechanical Rides (No Fee).

Rules and Regulations Governing the Tents, and Equipment of Circuses and Traveling Amusement Shows (No Fee).

Rules and Regulations Relating To Structures Used By The Public As Spectators During Motor Vehicle Racing (No Fee).

1981 Edition of Life Safety Code (No Fee).

1980 NFPA #211 Standards for Chimneys, Fire Places, Vents, and Solid Fuel Burning Appliances ($6.00 per copy)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| OFFICE OF THE STATE FIRE MARSHAL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 531,636 | | 531,636 | | | |
| Health Benefits | 23,768 | | 23,768 | | | |
| Retirement | 107,772 | | 107,772 | | | |
| Other Fringe Benefits | 7,696 | | 7,696 | | | |
| Computer Services—State | 3,086 | | 3,086 | | | |
| Other Contractual Service | 79,768 | | 78,011 | | 1,757 | |
| Rents | 13,994 | | 13,994 | | | |
| Commodities | 4,304 | | 4,304 | | | |
| Grants—Subsidies—Pensions | 25 | | 25 | | | |
| Equipment | 20,965 | | 20,965 | | | |
| Transfers to Other Funds | 6,005 | | 5,993 | | 12 | |
| **TOTAL EXPENDITURES** | 799,019 | | 797,250 | | 1,769 | |

# MAINE HIGHWAY SAFETY COMMITTEE

**ARTHUR A. STILPHEN, ACTING CHAIRMAN**
**ALBERT L. GODFREY, SR., Governor's Highway Safety Representative**

*Central Office:* 36 Hospital Street, Augusta; *Floor:* 2 *Telephone:* 289-2581
*Mail Address:* Statehouse Sta. #42, Augusta, Maine 04333

*Established:* 1957 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 06; *Umbrella:* 16; *Unit:* 256; *Citation:* 25 M.R.S.A., Sect. 2902

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine Highway Safety Committee is established to advise the Commissioner of Public Safety on those matters relating to highway safety. The Committee serves as a liason between the Maine Department of Public Safety, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of a greater mutual understanding of the total highway safety effort.

**ORGANIZATION:** The Maine Highway Safety Committee was established in 1957 with members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create a new advisory committee as he deems necessary, subject to approval of the Governor. The Maine Highway Safety Committee was re-established administratively in 1974 to consist of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner. The 110th Maine Legislature enacted new legislation in 1981 which transferred the Committee to the Department of Public Safety with members again appointed by the Governor. The duties, however, remain the same.

**PROGRAM:** The Maine Highway Safety Committee program involves regular meetings of the entire committee usually held on a quarterly basis. The Committee is further broken down into sub-committees on Public Information and Education, Local Safety Efforts, and Driver and Traffic Safety Education, Alcohol Control, Legislative, which also work together on a regular basis and report back to meetings of the entire Committee. Major objectives for the year have been to try to assist in lowering the rate of alcohol-related accidents, promoting of more frequent eye testing, promoting of seat belt usage, increasing of public information activities, and promoting of motorcycle helmet usage. The Committee in planning for fiscal year 84, has selected alcohol control, alcohol and drug education, judicial review, defensive driving course, safety belt usage, local safety council establishment, legislative activities, and public information as major areas of concern.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $500 in FY 83 and are, by administrative decision, included with those of the Bureau of Safety.

# STATE BUREAU OF IDENTIFICATION

**ALLAN H. WEEKS, CHIEF, STATE POLICE**
**ROBERT E. WAGNER, JR., Director**

*Central Office:* 36 Hospital Street, Augusta *Telephone:* 289-2297
*Mail Address:* Statehouse Sta. #42, Augusta, Maine 04333
*Established:* 1937 *Sunset Review Required by:* June 30, 1990
*Reference: Policy Area:* 06; *Umbrella:* 16; *Unit:* 223;*Citation:* 25 M.R.S.A. Sect. 1541
*Average Count-All Positions:* 11 *Legislative Count:* 11

**PURPOSE:** The major goals, objectives, functions and responsibilities remain basically the same as when created by Act of Legislature in 1937. This consisted of creating a central repository of all criminal records in the State of Maine based upon compulsory submission by criminal justice agencies on fingerprint forms and other forms provided, under rules adopted in order to have a comprehensive and accurate system available for Criminal Justice and other purposes as authorized by law.

Duties and responsibilities include: receiving and classifying incoming fingerprint cards; answering criminal record inquiries; and maintaining the following files: master criminal fingerprint file, criminal record folder file, criminal mug file, court abstract file, and related files (Soundex, etc.).

Services from this Bureau are statewide to all elements of the Criminal Justice System and authorized persons and organizations. They are nationwide to all other authorized agencies.

In 1974 by Legislative Act the Uniform Crime Reporting Program was added to State Bureau of Identification.

The goal of the State Bureau of Identification UCR Division is to establish a statewide comprehensive crime reporting system for the following reasons: to inform the Governor, legislature, other governmental officials, and the public as to the nature of the crime problem in Maine—its magnitude and its trends; to provide law enforcement administrators with criminal statistics for administrative and operational use; to determine who commits crimes by age, sex and race in order to find the proper focus for crime prevention and enforcement; to provide proper base data and statistics to measure the workload and effectiveness of Maine's Criminal Justice System; to provide base data and statistics for research to improve the efficiency, effectiveness and performance of criminal justice agencies; to provide base data and statistics to measure the effects of prevention and deterrence programs; and to provide base data to assist in the assessment of social and other causes of crime for the development of theories of criminal behavior.

The means utilized to obtain these objectives are: to measure the extent, fluctuation, distribution, and nature of serious crime in the State of Maine through presentation of data on the seven Crime Index offenses; to measure the total volume of serious crime known to the police; and to show the activity and coverage of law enforcement agencies through arrest counts, disposition of persons charged and police employee strength data.

**ORGANIZATION:** The Director of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Director has the authority to hire civilian personnel subject to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

Presently SBI is composed of three divisions consisting of the Identification Division, the Uniform Crime Reporting Division, and the State Police Criminal Investigation Records Division which was added administratively. Each division has specific duties and all divisions are subject to specific laws affecting their operation.

**PROGRAM:** The Identification Section has the responsibility and the authority to collect fingerprint cards and other Criminal History Record Information (CHRI) from all criminal justice agencies within the State in order to create and preserve appropriate criminal history data. This section also has the responsibility for the timely and appropriate dissemination of this data to criminal justice agencies and others upon proper request for the data.

In 1981 a consultant team reviewed current operations in SBI and provided the expertise to implement a Master Name Index. The MNI is a computerized listing of all individuals who have criminal history record information on file within SBI.

Budget constraints, present workload, and lack of additional personnel prevented the immediate start of the MNI. In the Fall of 1982 a Grant for one additional person was provided by the Maine Criminal Justice Planning and Assistance Agency to start the Master Name Index. It will be a slow process, but eventually a MNI will become a reality and improve service to users of the bureau.

In October 1981 a fee system was set up for the first time for the release of criminal history record information (CHRI) to non-criminal justice agencies and individuals. A change in the dissemination law for CHRI (conviction data only) "to any person for any reason" increased the work volume and necessitated the fee system. In 1982, the first full year, the fee system collected $3,831.00 that was turned over to the Financial Division.

The criminal files located in the Identification Division continue to be upgraded in compliance with existing privacy and security laws for the efficient dissemination of the information. Inquiries for criminal history information in this Division have risen from 24,443 in 1978 to 40,934 in 1982. The work is being accomplished with the same number of staff.

A continued liaison is maintained by the Director with all contributing agencies in order to maintain and improve the record system. Training is provided when necessary to agencies in the proper submission of prints and records and in all subjects related to the storage and use of criminal history record information. The Maine Freedom of Access Law (1 MRSA § 401) vs. the Maine Criminal History Record Information (Privacy and Security) Law continues to be a problem for some agencies necessitating an ongoing training program.

Specific activities in the Identification Division for 1982 include 4,377 fingerprint cards received; 2,554 fingerprint cards classified and searched; 3,496 final dispositions or additional records received; 3,164 out-of-state records received and processed; 40,934 inquiries checked and responded to; 17,539 Court Abstracts received and filed; and 13,824 preparations of mail were made.

National laws and plans are expected to have a large impact on the activities of SBI in the future. The so called (III) Interstate Identification Index, a nationwide system for exchanging criminal history information, is already in the testing stages.

The concept of the Interstate Identification Index (III) is a decentralized criminal history system containing personal descriptors and state and federal identification numbers, which serve as a "pointer" for directing inquiries to the state in which an offender's record is held. There would be no duplication of records at the national level, and states would retain reasonable control over the dissemination of their records. Inquiries would be handled by the states operated National Law Enforcement Telecommunications Network (NLETS).

The implementation of this system would make SBI the focal point of all incoming and outgoing CHRI in the State of Maine eventually.

In 1976, State Police Criminal Investigative Records were assigned as a unit of SBI.

Initial complaint reports of the investigations by the Maine State Police are filed in this unit with follow-up reports later on.

In April of 1982 we adopted a Master Name Index System for all criminal and civil cases. From each report we type a 3x5 index card for all complaints, victims, medical, witnesses, respondents and interviews for future reference. The immediate objective is to computerize this system to save time and labor, and for more efficient use of the information.

All reports are microfilmed after a three-year interval and stored on microfilm cassettes. Any report on microfilm cassettes can be recalled and reprinted automatically, as necessary.

This section deals with confidential investigative records. Every effort is made to cooperate with persons or agencies with vested interests in information on file as permitted by Departmental policy. Principal inquiries are from insurance companies verifying claims, as indicated by statistics attached to this report.

In October 1981 a fee system was adopted and all non-criminal agencies requesting information and verifications from the investigative files are charged five dollars to cover administrative and clerical costs. In 1982 the fees collected amounted to $1,330 and were turned over to the DPS Finance Division.

Specific activities of this Division in 1982 included 6,812 criminal cases filed; 3,710 continuation reports filed; 184 civil reports filed; 88 civil continuations filed; 12,868 index cards typed and filed; 337 insurance requests received; 2,638 cases microfilmed and 11,500 cards microfilmed and purged from the name card file.

Uniform Crime Reporting is mandated by Maine law, Title 25, MRSA § 1454 amended, and requires the full cooperation of all Maine Law Enforcement Agencies. The UCR unit was established in 1974 and functions under the Maine Department of Public Safety, Maine State Police, State Bureau of Identification.

Offence data is collected on all Index Crimes (murder, rape, robbery, assault, burglary, larceny, motor vehicle theft and arson) and continues to improve in value as increased data is added to the rapidly expanding data bank. Data is also collected on specially designed forms providing the data bank with information on the age, sex and race of persons arrested for criminal violations in both Part 1 and Part 2 crime classes; description and values of property stolen and recovered; crime locations, time of offenses; methods of crimes; employee data, assaults on police officers and other supplemental, meaningful data.

All data is computerized monthly, and comprehensive reports on crime are developed, printed, and distributed to the Governor, legislators, contributors and related criminal justice agencies. Quarterly computer printouts of crime data, showing monthly data and year-to-date data on a comparison by month and year basis are mailed out to each contributor automatically. In 1983, a publication entitled "Crime in Maine" was printed and released. This annual publication was for the period January-December 1982.

Beginning with data collected on May 1, 1979, the UCR program was changed to include arson data as an Index Offense. This important change was mandated to the F.B.I. by the U.S. Congress and was subsequently merged into the individual state UCR systems. With assistance through the U.S. Law Enforcement Assistance Agency in the form of a federal grant, new forms were designed and printed; computer programming was amended to include arson data, and all contributors were trained and informed in correct reporting procedure.

On July 3, 1980, a new law, Chapter 677 of the Public Laws of 1979, enacted as amended by the 109th Legislature, became effective.

This new law deals with domestic violence between household and/or family members and provides impacting changes in both the Civil and Criminal Law. Provisions within the new law, 19 MRSA § 770 (1) require each law enforcement agency to report all incidents of abuse by adults of family or household members to the Uniform Crime Reporting Unit of the State Bureau of Identification on forms provided.

Activities of the UCR Unit include printing, distribution, collecting and monitoring of all UCR forms for 150 agencies reporting on a monthly basis. Technical assistance in the field and a constant training program (2,000 personnel trained to date) are necessary for an effective program.

**PUBLICATIONS:**

Crime in Maine 1982

Limited copies of this publication are available after meeting state requirements and are available free to interested citizens while the supply lasts. In-house copies are available for review or to answer specific inquiries on criminal statistics. Inquiry may be made by telephone or a personal visit to the State Bureau of Identification, UCR Division, 36 Hospital Street, Augusta, Maine.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $584,893 in FY 1983 and are, by administrative decision, included with those of the Bureau of State Police.

# BUREAU OF LIQUOR ENFORCEMENT

**JOHN S. MARTIN, DIRECTOR**

*Central Office:* 10 Water Street, Augusta *Telephone:* 289-3571
*Mail Address:* Statehouse Sta. #42, Augusta, Maine 04333

*Established:* 1972 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 06; *Umbrella:* 16; *Unit:* 226; *Citation:* 25 M.R.S.A., Sect. 2902

*Average Count—All Positions:* 22 *Legislative Count:* 22

**PURPOSE:** The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor enforcement officers who work under the direction of the chief enforcement officer and an assigned supervisor, but normally acts independently in the field. Each officer is responsible for the conduct of approximately 200 liquor outlets within his designated territory. The officer is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative purposes. Liquor Enforcement officers spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. Furthermore officers of the Bureau give presentations on Maine Liquor Laws and Commission's Rules and Regulations to holders of liquor licenses and their employees, to aid in the prevention of violations and to prevent possession of intoxicating liquor by persons under the age of 20 years, as well as many other violations. In the course of work, an officer has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

**ORGANIZATION:** The Maine Liquor Commission was established by the Legislature in 1933 with liquor enforcement under its control. In 1947, the liquor enforcement division was placed under the State Personnel Law, which forced prospective officers to take State examinations in order to be eligible for enforcement positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, (Portland, Lewiston, Augusta, Bangor, and Presque Isle) each commanded by a liquor enforcement officer II with the rank of sergeant.

In 1977 full arrest powers for any offense committed in the presence of a liquor enforcement officer were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas with regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field officers monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

**PROGRAM:** The Bureau has continued to hold meetings with licensees and their employees throughout the State. This program has not only been informative to licensees and their employees but has brought an awareness to the Bureau of the problems facing license holders throughout the State.

**Warning Systems.** The Bureau issued 405 written warnings during FY 83 for minor infractions of the liquor laws and the Commission's rules and regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints that had been received so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the State and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY 83 the Bureau completed its visitations to clubs throughout the State, talking to the club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of the club officials, directors, and managers.

**Premise Inspection Reporting System (PIRS).** Throughout the year the Bureau conducted a total of 3,438 licensee premise inspections; and a total of 9,710 licensee premise checks were conducted during both day and night patrols. Furthermore, a total of 1,505 violations as a result of the PIRS were corrected in the field by Liquor Enforcement officers.

During FY 83 a total of 280 violations against licensed premises were cited before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the State as a result of the above activities is $41,475 with 35 license suspension days. As a result of criminal citations in Maine Courts, $19,710 was paid in fines thus total fines amounted to $61,185 for FY 83.

As with most dynamic agencies in State Government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

**Instructors.** The Bureau to date has four (4) qualified police instructors, graduates from the Maine Criminal Justice Academy. in instruction of police personnel. These four individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy and at numerous in-service schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor-related problems.

**Increased Manpower.** At present the Bureau consists of a Director, 19 Field Inspectors, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. There are some 3,500 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.—1 A.M. and on Sundays 12 Noon—1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem, as are illegal sales and possession of intoxicating liquor with intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

**Procuring for Minors.** Procuring is the act of an individual purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentation and closer working relationships with the Maine liquor licensee holders. Part of the presentation given is the identification of false identification cards. The Bureau believes the method to combat this offense is the delegation of more authority to stop vehicles through the use of blue light and siren, the prescribed safety devices used by all other law enforcement agencies.

**Illegal Importation.** On January 1, 1978, it became law for people to return beer and soda containers. The Bureau of Liquor Enforcement has been conducting a study in regards to an increase in importation of beer into the State. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

**Agency Stores.** During FY 83 the number of agency stores in the State of Maine rose to 62. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF LIQUOR ENFORCEMENT | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 423,032 | 423,032 | | | | |
| Health Benefits | 18,812 | 18,812 | | | | |
| Retirement | 83,656 | 83,656 | | | | |
| Other Fringe Benefits | 6,502 | 6,502 | | | | |
| Other Contractual Service | 47,960 | 47,960 | | | | |
| Commodities | 5,319 | 5,319 | | | | |
| Grants—Subsidies—Pensions | 5,931 | 5,931 | | | | |
| Equipment | 35,905 | 36,905 | | | | |
| **TOTAL EXPENDITURES** | 627,117 | 627,117 | | | | |

# BUREAU OF SAFETY

## ALBERT L. GODFREY, SR., DIRECTOR

*Central Office:* 36 Hospital Street, Augusta; *Floor:* 2 *Telephone:* 289-2581
*Mail Address:* Statehouse Sta. #42, Augusta, Maine 04333

*Established:* December 13, 1980 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 06; *Umbrella:* 16; *Unit:* 219S; *Citation:* Exec. Order 6 FY 81

*Average Count—All Positions:* 7 *Legislative Count:* 0

**PURPOSE:** The current Bureau of Safety was created by Executive Order to be responsible for the state's highway safety program and was authorized to: develop, and implement a process for obtaining information about the highway safety programs administered by other state and local agencies; provide and facilitate the provision of technical assistance to other State Agencies and political subdivisions to develop highway safety programs; and provide financial and technical assistance to other State Agencies and political subdivisions in carrying out highway safety programs.

**ORGANIZATION:** The Bureau of Safety was originally initiated in the Department of Transportation in 1974 and during an organizational change to provide more effective and efficient government was placed within the Department of Public Safety in December, 1980.

**PROGRAM:** The Bureau of Safety's major objective is the planning, development, implementation, and evaluation of the Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. To this end the Bureau is involved in a working relationship with other State agencies, County, and Municipal agencies. Activities in this area include but are not limited to, motor vehicle occupant restraints, child restraints, 55 MPH Enforcement, local speed enforcement, enforcement training programs, alcohol countermeasures, emergency medical services, driver testing and licensing, driver training, motor vehicle inspection, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, identification and surveillance of accident locations, and traffic engineering services. These activities involved the Bureau as relates to providing financial and technical assistance in these programs.

The Bureau also directs the Defensive Driving program in the State of Maine. Other activities involve work in accident reconstruction and related highway safety activities.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF SAFETY | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 160,738 | | | 56,626 | 104,112 | |
| Health Benefits | 6,884 | | | 2,673 | 4,211 | |
| Retirement | 25,321 | | | 9,140 | 16,181 | |
| Other Fringe Benefits | 871 | | | 367 | 504 | |
| Other Contractual Service | 351,338 | 262,722 | | 30,050 | 58,566 | |
| Rents | 7 | | | | 7 | |
| Commodities | 11,279 | | | 6,530 | 4,749 | |
| Grants—Subsidies—Pensions | 46,369 | | | | 46,369 | |
| Equipment | 10,238 | | | —413 | 10,651 | |
| Transfers to Other Funds | 22,212 | | | 8,351 | 13,861 | |
| **TOTAL EXPENDITURES** | 635,257 | 262,722 | | 113,324 | 259,211 | |

# BUREAU OF STATE POLICE

**COL. ALLAN H. WEEKS, CHIEF**
**LT. COL. JOHN W. CLARK, Deputy Chief**

*Central Office:* 36 Hospital Street, Augusta *Telephone:* 289-2155
*Mail Address:* Statehouse Sta. #42, Augusta, Maine 04333

*Established:* 1925 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 06; *Umbrella:* 16; *Unit:* 222; *Citation:* 25 M.R.S.A., Sect. 1501

*Average Count—All Positions:* 454 *Legislative Count:* 402

*Organizational Units:* Field Divisions
Office of Planning and Research
Personnel and Training
Crime Laboratory
Support Services
Special Services
Radio Repair
Public Information Office
Traffic Division
Criminal Division
Organized Crime Unit
Data Processing
Communications

**PURPOSE:** The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

Among the other responsibilities are the duties of the Traffic Division, which include the supervising and licensing of approximately 1,896 motor vehicle inspection stations; enforcing motor vehicle inspection laws; developing programs of information on motor vehicle safety; enforcing truck weight laws; microfilming accident reports and processing more than 1.14 million annual motor vehicle inspections.

Criminal Investigation is another facet of State Police work which concerns itself with investigating all crimes and criminal complaints brought to the attention of the Bureau of authorities, with special emphasis on homicides and narcotic and drug related cases. The Bureau of Identification is responsible for the classification of incoming fingerprint cards and for answering criminal record inquiries, along with maintaining a sufficient repository for all State criminal records.

**ORGANIZATION:** The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriffs' departments. In 1931 a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years, the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

For operational purposes, the State is divided into three field divisions, each under the direction of a Captain. These divisions are comprised of a total of eight troops located throughout the State. Patrol officers assigned to these troops provide law enforcement services throughout the rural areas of the State including accident investigation, and enforcing motor vehicle and criminal statutes.

**PROGRAM:** The program of the Bureau of State Police is illustrated through the activities of the component divisions.

**Support Services.** Maine State Police Support Services, directed by a Captain, comprises the following: Automotive Maintenance, Planning and Research, Supply and the Traffic and Safety Division.

**Automotive Maintenance.** During fiscal year 1982-83 automotive maintenance was responsible for placing into service eighty-three 1983 Chevrolet Impala Patrol vehicles, and five new truck weight vans, at a cost of $747,143.01.

Automotive Maintenance also assisted in the sale of 103 used vehicles netting $109,462.52 for the State.

In addition, 15 new patrol vehicles were equipped with strobe lights on the front bumper and in the rear window replacing the standard roof light. This could save thousands of dollars per year in gas savings with the conversion of all marked units.

In fiscal year 82-83 automotive maintenance continued to purchase bulk fuel from the dealer having the lower price. This resulted in a savings of $16,833.09.

Automotive maintenance is responsible for the service and maintenance of more than 450 vehicles at State Police garages located in Augusta, Scarboro, Orono and Houlton. Eight mechanics perform all maintenance on all vehicles and other specialized equipment.

**Planning & Research.** The office of Planning & Research is primarily concerned with providing management support at the administrative and operational levels. This is accomplished through participation in development of both immediate and long-range Departmental goals based uon demands for services, available resources, and projects of future needs. The office maintains contact with similar units throughout the Nation in order to keep abreast of the latest technology available in the criminal field.

The office of Planning & Research is also responsible for program development in numerous areas, plus the coordination and administration of Federal Grants affecting the Department.

Numerous projects addressing equipment acquisition as well as training programs for agency personnel were undertaken during the past year.

One of the major tasks in which the Office was involved was participation in the newly formed State Police Planning Committee; a group of officers who meet periodically to analyze agency goals; examine cost efficient methods of operation and make recommendations to the Department's administration concerning present and future directions. The initial project undertaken by this group resulted in a reorganizational plan aimed at better utilization of resources, portions of which have been implemented and are operational at this time.

**Supply.** State Police, Bureau of Supply is responsible for approximately $100,000 worth of goods supplied to maintain the normal functions of the Departments seven individual Bureaus. Bureau of Supply is responsible for purchasing, storing and distribution of clothing, office supplies, office equipment, departmental forms and support equipment to approximately 475 sworn and civilian members. Supply also supplies forms, intoxilyzer material and other related items to Statewide police departments and County Sheriff offices.

**Traffic and Safety Division.** Traffic Division has the responsibility for the administration and enforcement of the Motor Vehicle Inspection Program, the statewide Truck Weight/Size

Program and the licensing and regulation of for-hire carriers of freight and passengers. This responsibility is under the Traffic Division and is referred to as Motor Carrier Section. The Air Wing Enforcement Program is under the direction of the Division as well as the Accident Report Section. The Division maintains files on junkyard licenses, Department of Transportation construction area permits, size and weight regulations and registration requirements of other states. Personnel within the Division are assigned speaking engagements throughout the State providing information on motor vehicle and pedestrian safety.

The Office of Traffic Programs has been dissolved into the Traffic Division. The functions such as planning, training and statistics have become functions allocated to all uniformed segments of the Division. This was prompted by a reorganization and relocation of administrative personnel that will be completed in early 1982. All data entry and a majority of the statistical functions have been reassigned within the Department of Public Safety.

Training activities have taken a greater dimension as the Division has been assigned statewide responsibility for all law enforcement training in the following areas:

- Maine Motor Vehicle Law (T29 MRSA)
- Motor Vehicle Inspection
- Truck Weight Enforcement
- Motor Carrier Enforcement
- Fuel Tax Enforcement
- Accident Investigation
- Accident Reconstruction
- Operating Under the Influence
- Breath Alcohol Testing Systems and Operator Certification
- Speed Measuring Systems and Operator Certification

**Public Information.** The Public Information Office is responsible for planning, directing/coordinating, assisting in the implementation of, and evaluating public information activities and programs. The Public Information Officer (Director, Public Information) advises the Commissioner, Chief and staff on public information matters that should be brought to their attention, and provides counseling and instruction to the staff and field personnel.

Although all State Police officers are authorized to make news releases on routine matters, the Public Information Officer serves as spokesman for major crimes or other serious news events when it is necessary to assist the investigating officer. On call 24-hours a day, the Public Information Officer maintains liaison with the news media.

During 1982, the Office disseminated 111 news releases about activities, programs and services to the news media. The Office also responded to numerous queries and provided public information to the news media on 232 major incidents. There were 139 feature articles/programs and interviews facilitated.

Broadcast public service announcements were scripted and/or produced to make the public more aware of the following: (Radio) Winter Road Safety, Drunk Driving, School Bus Safety, Recruiting, Bicycle Safety, Rural Crime Prevention, O-U-I Prevention, Schools Open, Woodburning Stove Safety, Fire Prevention, Drinking & Driving, and Motor Vehicle Inspection; (Television) Road Safety, Recruiting, Drunk Driving (summer-2, fall), and Railroad Safety & Seat Belt Safety (both done in cooperation with the Maine Highway Safety Committee).

In addition, the Office compiled and edited the annual report, updated Departmental publications (including Maine State Police History & Functions Booklet) and the Maine Print & Broadcast Media Booklet, and published the employee newsletter. The Public Information Office provided counsel and assistance to the Maine Chiefs of Police Association. The Public Information officer was a participatory member of the Governor's Public Information Advisory Committee and a Certified Instructor in News Media Relations at the Maine Criminal Justice Academy.

**Radio Maintenance Division.** The Radio Maintenance Division entered its 41st year of service to the Maine State Police in 1982. Nearly all of the maintenance and technical support has been dedicated to State-level law enforcement agencies. This year, considerable time has been devoted to research into the expansion of the existing microwave radio network in Aroostook County and also into York, Cumberland, Franklin, Osxford and Kennebec Counties. When completed, this new expansion will vastly increase our mobile, portable and pocket pager capability in these areas and generally improve our overall communications system.

The Radio Maintenance Division has repair facilities at Augusta, Houlton, Orono and Scarborough Regional Communications Centers (RCC's). These offices are responsible for all two-way radios in their respective areas. Statewide, our division maintains consoles, base stations, repeaters, microwave radios, specialty electronic equipment, mobile and portable radios, pocket pagers, traffic enforcement radars, CB radios, aircraft and marine radios and electronic surveillance equipment. Additionally, we license and renew licenses for the Maine State Police, Dept. of Inland Fisheries & Wildlife, Marine Patrol Division of Marine Resources, Maine State Prison, Baxter State Park, and the Maine Youth Center. In 1982 we assisted 12 municipalities in modifying licenses/ renewing their various radio stations.

In 1982 we serviced over 800 mobile radios, 150 portables, installed over 125 radios in various vehicles and acquired an additional 22 radars, 15 portables and 20 mobile radios.

Other activities completed, but not limited to, were:

— Relicensed, recrystalled the entire Waldo County Sheriff's Dept. to prevent recurring interference problems at Eaton Mountain. Additionally, all the vehicular, portable, and base station radios were returned and adjusted at no charge to their department.

— Installed 2 new repeater sites for the Inland Fisheries and Wildlife, and obtained new additional frequencies and licenses for their operations.

— Installed a new 8 channel base station and antenna at Troop J Barracks in East Machias.

— Installed a new 8 channel base station and antenna for Marine Patrol in Rockland.

— Installed, maintained, and removed an 8 channel base station and antenna at the Samoset Resort hotel in Rockland for the Northeast Governor's and Premier's Conference.

— Removed and relocated 2 repeater sites and their antennas for Baxter State Park and obtained new frequencies and licenses for their operations.

— Relocated a repeater site for the Maine Turnpike Authority from Spruce Mountain to their Litchfield Garage, and connected an intercom between Turnpike HQs and the Scarborough RCC.

— Obtained additional frequencies for use by the Dept. of Public Safety, and connected an intercom, via microwave, from Augusta RCC and Scarborough RCC.

— Added additional channels on the Microwave for the Maine Dept. of Transportation to control base station radios and an intercom between the Child Street offices and Scarborough Divisional HQs.

— Installed a surveillance intercom between Mountain Number Nine and the Houlton RCC. We also installed two new antennas, aligned the microwave path.

— Installed 2 new base station antennas at Spruce Mountain, and completed a 4800 foot power line to the summit of Ossipee Mountain.

**Criminal Investigative Division.** Prior to the new concept of the Criminal Investigative Division, all major criminal offenses were investigated by the Bureau of Criminal Investigation within the Maine State Police. The Bureau was established in 1955 so that uniformed personnel could continue to perform their patrol functions; to insure complete and factual investigation of criminal complaints by investigators with specialized training (with a special emphasis on homicide); and to provide an official clearing agency for investigations available to all enforcement agencies within and outside the State of Maine. Additional duties include informing the Chief and the Deputy Chief of criminal activity within the State and the issuance of all permits to out of state residents to carry concealed weapons, licensing private investigators and licensing polygraph operators.

*Polygraph:* Polygraph examinations are designed to determine truth or deception when subject is asked questions about his or her knowledge, participation and/or complicity in an illegal act. Each of the three Criminal Investigation Divisions (CID) has one modern multichannel polygraph instrument and three examination sites. There are five polygraph examiners, three of whom are stationed in Augusta, one in Scarboro and one in Aroostook County.

The Polygraph Examiners also conduct examinations on an appointment basis for Federal, State, County and municipal departments. All types of crimes are covered by polygraph examinations from homicide to motor vehicle.

In FY 80 the Criminal Investigative Division (CID) was restructed to include three divisions, which encompass the south, central, and northern portions of state respectively who is responsible to the Criminal Division Captain who in turn is responsible for the activities of each division covering the entire state.

In addition to its general function, CID maintains liaison with the Investigative Division attached to the Office of the Attorney General (for investigation of homicides and other major crimes) and with other agencies to avoid duplication of efforts with relation to time and manpower in a particular case.

**Crime Laboratory.** The Maine State Police Crime Laboratory, located at State Police Headquarters, and under the command of a Lieutenant, functions as a support service to law enforcement personnel in many areas. Crime scene processing is its major responsibility, however, its other capabilities include, but are not limited to, developing and printing of photographs related to criminal or accident investigations, the comparison of latent prints lifted at the scene of a crime with the prints of a given suspect; firearms identification and tool mark comparison; restoration of serial number of stolen vehicles or other items; serological examinations of blood semen, and other body fluids; identification cards for members of State agencies; processing of persons arrested on a large-scale basis, instruction of State, county and local police officers in laboratory procedures; and expert testimony in court.

The following is a breakdown of the major activities during the past year as performed by the Crime Lab.

*Court Appearances:*
315 Total Hours
79 Av. hours per man

*Crime Scene Processing*
37 Scenes
9 Average per man

214 Total Hours
54 average hours per man

*Fingerprinting:*

| *Cases* | *State Police* | *Other Agencies* | *Hours* |
|---|---|---|---|
| | 108 | 119 | 845 |
| Firearms Cases | 43 | 72 | 639 |
| Gunpowder Residue | 6 | 18 | 38 |
| Serial No. Restoration | 3 | 3 | 40 |

| *Film Processed:* | *Rolls* | *Prints* |
|---|---|---|
| 35 MM VPS | 1,163 | 12,803 |
| 35 B&W | 44 | 445 |
| 2½ Color | 87 | 465 |
| 2¼ Black & White | 14 | 92 |
| 35 slides | 4 | 83 |
| 4 x 5's | 20 | 20 |
| Special Projects | | 1,957 |
| TOTAL | 1,332 | 15,865 |

**Communications Division.** The Maine State Police Communications Division, located at State Police Headquarters in Augusta, functions as a support service on a twenty-four (24) hour basis. Its primary responsibilities include, but are not limited to: act as a receiving point for complaints from the public on traffic accidents and reported crimes and provide information to the public as well as various permits; to record pertinent data of and make assignments to investigate these complaints and motor vehicle accidents; to relay police type information to the police community through general broadcasts over the police radio system; to act as the State Control Terminal through a computer interface with the National Crime Information Center (NCIC) in Washington, D.C.; to ensure proper, accurate, timely and complete records into NCIC, and to conduct periodic validations of all records entered by the police agencies in Maine; to act as the State Control Terminal through a computer interface with the National Law Enforcement Telecommunications Systems (NLETS) for the transmission of messages between states; to operate and maintain a computerized message switch for the transmission of police type messages throughout the state and nation; to provide general information and direction to the public upon request; to act as the State Warning Point for the National Warning System; and to seek information for and assist all units on the radio system in any way possible, so they might be more effective in accomplishing their tasks. In addition to providing radio dispatch for the Department of Public Safety, the Communications Division dispatches for the Department of Inland Fisheries and Wildlife, the Department of Marine Resources, the Department of Mental Health and Corrections, the Attorney Generals Office, as well as several other state and federal agencies.

The Maine State Police teletype communications have progressed to a computerized message switching system with instant contact with all police agencies nationwide. Through this computerized message switch, which processes approximately four (4) million messages per year, the seventy-five (75) terminals operated by police agencies about the State have immediate access to National Crime Information Center Files, causing 2.4 checks every minute, National Law Enforcement Telecommunications System for sending messages to other states DMV files and criminal records checks (1 message every 3 minutes), Maine Division of Motor Vehicle files (2.1 times every minute) and the Maine Wanted and Missing Persons files (1 every 2 minutes).

**Organized Crime Unit.** The Organized Crime Unit, consists of Anti-Smuggling, Criminal Intelligence, Attorney General and Executive Security, Arson, Auto Theft and Drug Enforcements as described below:

*Anti-Smuggling Unit:* working in conjunction with the Federal Drug Enforcement Administration investigated 21 cases. As a result of the aforementioned cases, 50 people have been arrested and several more are pending grand jury action. Cash and equipment with a total value exceeding $380,000 were seized in these operations. Total drugs seized by the Anti-Smuggling Unit were:

63,000 pounds of marijuana — seven ounces cocaine.

*Criminal Intelligence Unit:* investigated 171 cases during 1982.

Aids to other agencies, speaking engagements, training assignment, and other special activities totalled 90, $8,200.00 in stolen property was recovered. C.I.U. received inquiries from law enforcement agencies from throughout the United States requesting criminal record checks, specific background information with regard to ongoing criminal investigations, and/or information indicating that persons and/or firms from within the State of Maine are actively engaged in criminal activity outside the State of Maine. These inquiries have resulted in liaison with other police agencies in the municipal, state and federal levels which have resulted in successful arrests/prosecutions for criminal activity.

*Attorney General and Executive Security:* investigated 146 cases during 1982. Aids to other agencies, training assignments and other special activities totalled 173. In addition to the security provided by the Executive Security Unit, the Attorney General investigators provided security in various areas in 188 instances. In addition to the investigative and security duties of the unit they are also utilized to assist other Units within O.C.U. on a need basis.

*Arson Unit:* in conjunction with State Fire Marshall personnel, investigated 130 cases. Aids to other agencies, escorts, speaking assignments, training assignments, security details and other special activities totalled 185.

*Auto Theft* (Sept.-June 1983), investigated 142 cases resulting in the recovery of $258,334.00 in stolen property. Aids to other agencies, speaking assignments, training assignments, and other special activities totalled 66. The unit also provides a backup to the Troops security program and provided security in 60 instances. In addition to the auto theft related duties of the Unit they are also utilized to assist other units within O.C.U. on a need basis.

*Drug Enforcement Unit:* The Drug Enforcement Unit investigated 426 cases.of these, 420 people are either pending prosecution or have been prosecuted. As a result $17,256.00 in cash and approximately $25,000.00 in vehicles and equipment are awaiting civil forfeiture to the State. $2,060.00 has been returned to the general fund as restitution in drug cases and $13,020.00 in stolen property has been recovered. In addition, $2,952,054.00 in illegal drugs have been seized and removed from circulation within the State.

**Special Services.** The Division of Special Services is comprised of the Communications Section, Data Entry and Computer Services, State Police Personnel/training, Bureau of Identification, State Police Criminal Records, Uniform Crime Reporting, Radio Installation and Maintenance and an Emergency Response Unit made up of personnel who are normally assigned to other duties. These officers are cross trained in areas of specialization in order to professional response to unique situations not encountered on a routine basis. Included in this unit are Underwater Recovery, Anti-Sniper, Air Search and Rescue, Hostage Negotiations, Special Equipment and the K-9's.

*Beano and Games of Chance:* The Licensing Section of the Maine State Police is responsible for the enforcement, licensing and administration of over 805 Beano and Games of Chance organizations statewide. It also maintains close and effective cooperation with other law enforcement agencies.

Routine inspections of licensed games are made as frequently as possible with all complaints fully investigated.

Summary of enforcement activities for fiscal year 1982-83 included, but were not limited to:

3694 Administrative Hours
45 Court Hours
372 Investigations (Complaints) for a total of 700 hours
254 Premise Inspections for a total of 768 hours
74 Special workshops or audits for a total of 195 hours
44 New application investigations for a total of 99 hours

The above resulted in 515 warnings and 24 arrests.

*Summary of Licensing activities for fiscal year 1982-83.*

*Beano and Bingo*

1. Total Beano organizations licensed—441
2. Total number of Beano licenses issued—4,325
3. Total revenue received by State of Maine from license fees—$47,681.50
4. Total operating expenses for 1982-83 year—$15,505.41
5. Surplus from Beano license fees for 1982-83 year—$32,178.09.

*Games of Chance*

1. Total Games of Chance organizations licensed—364
2. Total number of Games of Chance licenses issued—6,050
3. Distributors licensed—7
4. Total revenue received by State of Maine from Games of Chance license fees—$123,227
5. Total operating expenses for 1982-83 year—$121,615.37
6. Surplus from Games of Chance licenses for 1982-83 year—$1,611.63
7. Combined surplus from Beano and Games of Chance license fees to State of Maine General Fund account for 1982-83 year—$33,789.72.

*Licensing:* The Department reviews applications and, upon qualification, issues licenses for private investigators under MRSA, Title 32, Section 6051-6066 and for security guards in Title 32 Section 3761-3783.

*Firearm Permits—*

363 Non Resident Permits—$5,445.00
1 Reapplication Permit—$5.00
5 Ex-felon Permits—$125.00

*Private Investigators—*

27 ID cards
17 new PS
49 Renew PS
4 API
18 PI New
104 PI Renew

**Police Training.** The 37th Training Troop commenced on September 7, 1982 and graduated eighteen (18) troopers on December 23, 1982. The troopers were assigned on rural patrol areas throughout the State.

Supervisory officers were selected to attend the New England State Police Administrators Compact (NESPAC) Non-Commissioned Officers Academy. The two-week training program took place at various State Police training facilities throughout New England.

A General In-Service Program was held at the Maine Criminal Justice Academy for troopers, corporals and sergeants. During this program the officers received twenty-four (24) hours of training on law changes, court procedures and CPR recertification.

Two programs that continued during the year were the Law Enforcement Recruitment program for Women and the Law Enforcement Orientation Program for High School Students. The Recruitment Program resulted in sixty-four (64) women attending the three-day session at the Maine Criminal Justice Academy. The Orientation Program, sponsored by the American Legion, had thirty-two (32) students attending.

The State Police selections process will open sometime in September, 1983, and will be processing applicants for the planned March 1984 school.

The Training office is planning to conduct at least twenty (20) in-service and specialized training schools between September 1983 and June 1984.

**LICENSES, PERMITS, ETC.:**

License:

BEANO—GAMES OF CHANCE—Private Investigators, Security Guards and Weapon Licensing

The Department reviews applications and, upon qualification issues licenses for private investigators under MRSA, Title 32, Section 6051-6066 and for security guards in Title 32, Section 3761-3783.

**PUBLICATIONS:**

Laws, Rules and Regulations Relating to Games of Chance (Free)
Laws, Rules and Regulations Relating to Beano (Free)
Motor Vehicle Inspection Manual ($3.50)
Personal Property Record & Inventory (Free)
Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
The Maine Department of Public Safety (Free)
The Maine State Police "Annual Report" (Free)
Private Investigator (Free)
Private Security Guard (Free)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF STATE POLICE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 8,558,413 | 35,649 | 96,171 | 8,382,808 | 43,785 | |
| Health Benefits | 398,038 | 1,983 | 4,328 | 390,210 | 1,517 | |
| Retirement | 2,903,542 | 4,698 | 15,036 | 2,876,427 | 7,381 | |
| Other Fringe Benefits | 119,857 | 322 | 552 | 118,695 | 288 | |
| Computer Services—State | 49,967 | | | 49,967 | | |
| Other Contractual Service | 2,027,433 | 4,654 | 23,769 | 1,981,993 | 17,017 | |
| Rents | 137,532 | | 231 | 137,301 | | |
| Commodities | 277,692 | 70 | 48 | 277,454 | 120 | |
| Grants—Subsidies—Pensions | 954,666 | 1,584 | | 954,651 | —1,569 | |
| Equipment | 1,012,602 | 6,848 | 151 | 857,957 | 147,646 | |
| Transfers to Other Funds | 233,846 | | 1,989 | 230,924 | 933 | |
| **TOTAL EXPENDITURES** | 16,673,588 | 55,808 | 142,275 | 16,258,387 | 217,118 | |

# VEHICLE EQUIPMENT SAFETY COMMISSION

## ARTHUR A. STILPHEN, STATE OF MAINE COMMISSIONER

## ALBERT L. GODFREY, SR., DIRECTOR, BUREAU OF SAFETY, ALTERNATE COMMISSIONER

*Central Office:* 36 Hospital Street, Augusta; *Floor:* 2 *Telephone:* 289-2581
*Mail Address:* Statehouse Sta. #42, Augusta, Maine 04333
*Established:* 1963 *Sunset Review Required by:* June 30, 1990
*Reference: Policy Area:* 06; *Umbrella:* 98; *Unit:* 432; *Citation:* 29 M.R.S.A., Sect. 1513
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Vehicle Equipment Safety Commission, an agency of the party states, is established to promote uniformity in regulation of and standards for equipment. Secure uniformity of law and administrative practice in vehicular regulation and related safety standards to permit incorporation of desirable equipment changes in vehicles in the interest of greater traffic safety is another function. A further responsibility is the provision of means for encouragement and utilization of research which will facilitate the achievement of the foregoing purposes.

Each party state obligates itself to give due consideration to any and all rules, regulations and codes issued by the Commission and hereby declares its policy and intent to be the promotion of uniformity in the laws of the several party states relating to equipment.

**ORGANIZATION:** The Vehicle Equipment Safety Commission is an agency of the party states. The Commission is composed of one commissioner from each party state. A commissioner may provide for the discharge of his duties and the performance of his functions on the Commission either for the duration of his membership or any lesser period of time by an alternate.

**PROGRAM:** The Vehicle Equipment Safety Commission on the national level was active during 1983. At the state level input was provided both to request opinions as to proper safety equipment and to provide this State's opinion as to how national safety standards should be formulated. By being a member party, state opportunity is provided for local input into national rulemaking.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# PUBLIC TRANSPORTATION ADVISORY COMMITTEE

**LORETTA SHARPE, DIRECTOR REGIONAL TRANSPORTATION PROGRAM; LINWOOD F. WRIGHT, SUPERVISOR OF PUBLIC TRANSPORTATION.**

*Central Office:* Transportation Bldg., Augusta, Maine *Telephone:* 289-2841
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333

*Established:* June 21, 1979 *Sunset Review:* Not Established

*Reference: Policy Area:* 07; *Umbrella:* 92; *Unit:* 363; *Citation:* 23 M.R.S.A., Sect. 4209

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Public Transportation Advisory Committee was created to assist and advise the Commissioner of Transportation in the development and maintenance of effective, low-cost public transportation service throughout the state.

**ORGANIZATION:** The Committee was established June 21, 1979, by emergency legislation. The Commissioner of Transportation appoints not more than 17 members, consisting of representatives of state agencies involving public transportation, low income, elderly, and handicapped residents who utilize public transportation, and private transit operators in the service.

**PROGRAM:** The Advisory Committee met three times during the preceding year and elected a chairman and vice-chairman. It has conducted a review and provided comments upon the program developed by the Bureau of Transportation Services. It issues no licenses and produces no publications.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Department of Transportation.

# PUBLIC UTILITIES COMMISSION

**PETER A. BRADFORD, CHAIRMAN**
**CHARLES G. ROUNDY, SECRETARY**

*Central Office:* 242 State St., (Old M.V. Bldg.), Augusta; *Floor:* 2 *Telephone:* 289-3831
*Mail Address:* Statehouse Sta. #18, Augusta, Maine 04333-0018

*Established:* 1913 *Sunset Termination Scheduled to Start by:* June 30, 1985

*Reference: Policy Area:* 01; *Umbrella:* 65; *Unit:* 407; *Citation:* 35 M.R.S.A., Sect. 1

*Average Count—All Positions:* 55 *Legislative Count:* 54

*Organizational Units:*
- Secretary's Office
- Consumer Assistance Division
- Legal Division
- Finance Division
- Electric Division
- Telecommunications Division
- Water and Gas Division

**PURPOSE:** The Public Utilities Commission's mission is to protect the public by ensuring that utilities operating in the State of Maine render adequate and reliable service to the public at rates which are reasonable and just. The Commission is a quasi-judicial body which sits as a judicial forum on cases involving rates, service, financing, and other activities of the various utilities it regulates. The Commission presently has jurisdiction over 148 water utilities, 17 electric utilities, 2 gas utilities, 25 telephone and telegraph utilities, 4 water carriers, and limited aspects of radio common carriers.

The Commission is divided into six operating divisions with respective powers and duties as follows:

**Secretary's Office.** This Division is responsible for planning, organizing and directing the work of the Administrative Division of the Commission. This office also works closely with the Commissioners in policy development and execution, coordination of inter-divisional work, and development and implementation of operational priorities.

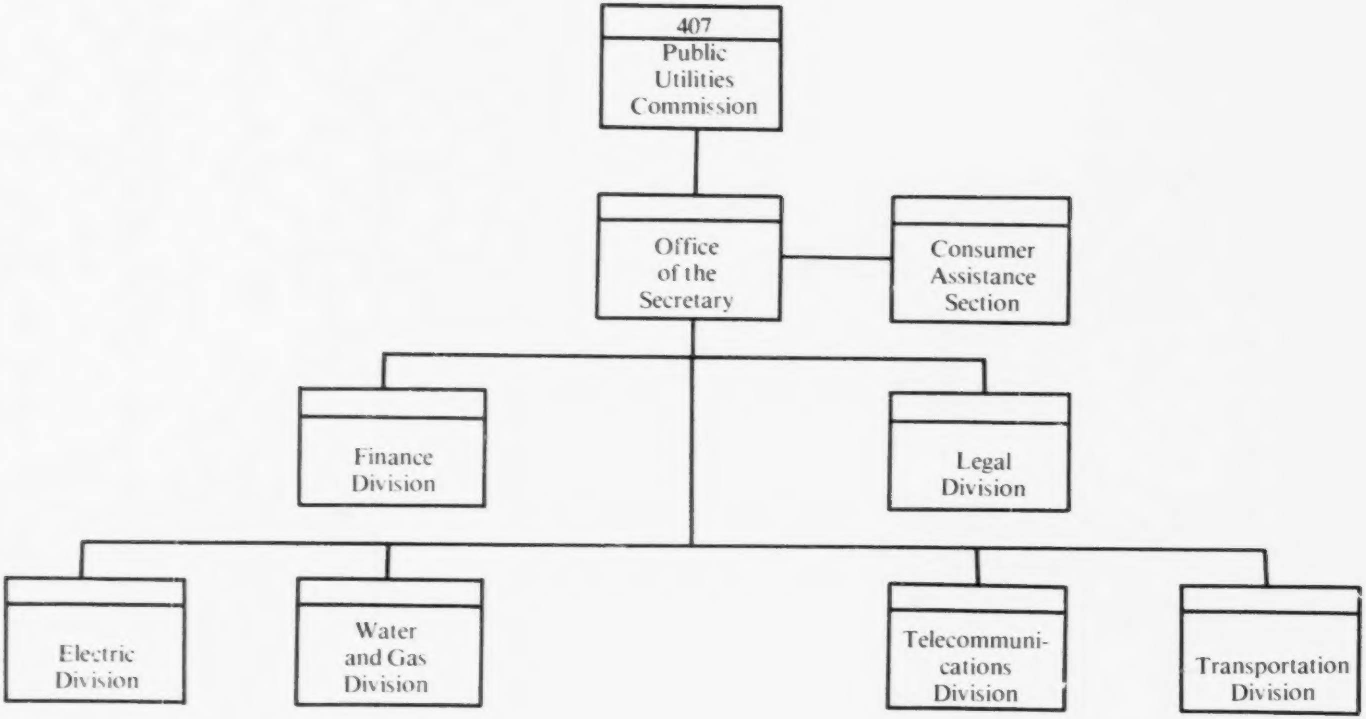
**Consumer Assistance Division.** This Division receives, analyses and responds to complaints from Maine utility customers. Particularly the CAD is involved in the administration and implementation of Chapter 81 of the Commission's Rules, "Disconnection and Deposit Regulations for Residential Utility Service."

**Legal Division.** The Legal Division represents the Commission before federal and state courts and agencies. It provides examiners and advocates in cases before the Public Utilities Commission and assists in preparing and presenting the Commission views on legislative proposals. Complete legal services are provided by the Division on all legal aspects of the matters within the Commission's jurisdiction from major rate cases to individual consumer complaints.

**Finance Division.** This Division is responsible for conducting financial investigations and analysis of specific telephone, electric, gas, and water utilities, and for conducting general financial studies of and other research about Maine utilities. The Division analyzes all applications of public utilities to issue stocks, bonds, or notes. In addition, the Division prepares testimony and other material concerning rate of return and/or cost of capital for rate hearings and may prepare material concerning rate base, expenses, depreciation, and rate design, as well. The Division assists in the preparation of questions to be used on cross-examination on accounting and finance matters, presents direct testimony, and evaluates rate case exhibits as requested.

**Electric Division.** This Division regulates 17 electric utilities in Maine, involving over one-half million meters; assists in the preparation of engineering cross-examination in pending cases involving electric rate increases, service complaints, line extensions, etc.; conducts on-site investigations of electrical accidents involving loss of human lives; investigates, resolves, and confers with utilities on customers' complaints of a technical nature involving billing, service, line extensions, etc.; prepares and reviews cost allocations, depreciation studies, rate studies, etc.; testifies as expert witnesses in contested hearings; reviews plans of major electric construction projects; inspects utility plants on a sample basis to assure safe maintenance and operating procedures; reviews and revises rules and standards of service for electric utilities, reviews utili-

## ORGANIZATIONAL CHART
## PUBLIC UTILITIES COMMISSION
## UMB 65



Approved by Bureau of Budget

# CONDOLIDATED FINANCIAL CHART FOR FY 83
# PUBLIC UTILITIES COMMISSION

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,062,266 | 469,636 | 592,630 | | | |
| Health Benefits | 37,601 | 16,456 | 21,145 | | | |
| Retirement | 145,848 | 74,517 | 71,331 | | | |
| Other Fringe Benefits | 5,999 | 2,724 | 3,275 | | | |
| Other Contractual Service | 457,744 | 42,384 | 414,866 | | 494 | |
| Rents | 20,297 | 12,724 | 7,573 | | | |
| Commodities | 18,992 | 2,428 | 16,461 | | 103 | |
| Equipment | 11,602 | 3,353 | 8,249 | | | |
| Transfers to Other Funds | 47,944 | | 47,944 | | | |
| **TOTAL EXPENDITURES** | 1,808,293 | 624,222 | 1,183,474 | | 597 | |

ty performance reporting, fuel clauses, and cogeneration rates using computer modeling techniques.

**Telecommunications Division.** This Division regulates 25 telephone utilities in Maine; assists in the preparation of engineering cross-examination in pending cases involving telephone rate increases, service complaints, line extensions, etc.; investigates, resolves, and confers with respective utilities on customer complaints of a technical nature involving equipment, service, line extensions, etc.; prepares and reviews cost allocations, separations, settlements, depreciation studies, rate studies, etc.; testifies as expert witnesses in contested hearings; reviews plans of major telephone construction projects; inspects utility plants on a sample basis to assure adequate maintenance and operating procedures; reviews and revises rules and standards of service for telephone utilities.

**Water and Gas Division.** This Division regulates 148 water and 2 gas utilities in Maine, and some related activities involving water resources. The Division analyzes and evaluates rate case exhibits; assists in the preparation of engineering cross-examination and testifies as expert witnesses in rate proceedings. It prepares and reviews cost allocations and rate studies; conducts conferences with utilities and the public; recommends and advises regarding service standards and rules and regulations of water and gas utilities; reviews plans and specifications on all major water and gas utility construction projects; conducts on-site inspection of water system improvements; advises regarding water main extension and system improvements; inspects gas pipelines to insure safety operations; and conducts on-site investigations of gas explosions and accidents.

**ORGANIZATION:** The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and imposed and conferred upon the Public Utilities Commission all powers vested in that Board as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for-hire over any street or highway in Maine. Pursuant to Chapter 469 of the Public Laws of 1981, the Commission's jurisdiction over for-hire freight and passenger surface transportation was removed and transferred to the Bureau of State Police and the Department of Transportation, effective January 1, 1982. Under Chapter 174 of the Private and Special Laws of 1963, the Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay. The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Legislative Committee having jurisdiction over public utilities and to confirmation by the Legislature, for terms of six years. One member is designated by the Governor as Chairman, and all three members devote full time to their duties.

**PROGRAM:** The Commission had a full regulatory docket during the fiscal year 1982-1983. Particularly noteworthy cases include:

*Investigation of Rates of Largest Electric Utilities:* During the fiscal year, the Commission commenced its review of a $53 million rate increase requested by Central Maine Power Company, Maine's largest electric utility. A decision will be made by the end of 1983. Significant rate design issues with respect to the two largest electric utilities, Central Maine Power Company and Bangor Hydro-Electric Company, are expected by the fall of 1983. In the fall of 1982 the commission concluded its investigation of power supply planning and Seabrook investment of Maine Public Service Company, Maine's third largest electric utility, with an order that MPS divest itself of 50% of its ownership in Seabrook. During the spring of 1983, the Commission selected consultants to assist in its pending investigation of CMP's power supply planning and construction budget.

A request for a large rate increase by Central Maine Power Company is being processed and will be decided by year-end 1983. Rate increase requests by Eastern Maine Electrical Corp., Stonington and Deer Isle Light and Power Co., Houlton Water Co. (Electric Division), and Kennebunk Light and Power District have been or are being processed in 1983. The commission ordered conservation loan programs into effect for a three larger electric utilities in

1982 and is expanding those programs in 1983. A request for reorganization by Central Maine Power Company has been withdrawn after an extensive investigation into the utility's management practices including false testimony before the Commission. Avoided cost rates for cogenerators and small power producers will be established by year-end 1983. Separate investigations into Central Maine Power Company owner supply and distribution practices have just begun and will be concluded in 1984.

*Maine Yankee Atomic Power Company:* In August 1982, the Federal Energy Regulatory Commission accepted a settlement proposed by Maine Yankee for its decommissioning rate case, over the objections of the PUC that the amount was inadequate and FERC should decide the case consistently with the Maine Nuclear Decommissioning Financing Act. In September 1982, Maine Yankee filed its decommissioning financing plan under the Act and was informed by the Commission that its filing could not be deemed complete and acted upon until certain missing information was supplied. At the end of the fiscal year, one of those items of information remains outstanding. In January, 1983, Maine Yankee filed for approval of a Eurodollar financing arrangement. A decision is expected by the end of the summer.

*Investigation of Rates of New England Telephone and Telegraph Company:* In 1981 Commission attorneys briefed and argued NET's appeal to the Supreme Judicial Court of Maine from the Commission's rate decision denying $25.2 million of a requested $39.5 million rate increase. On July 6, 1982, the Court upheld substantially all of the Commission's decision, remanding the case on only two issues with an additional rate impact of about $1.5 million. On July 27, 1982, NET filed for an increase in annual revenues of about $50 million. On April 26, 1983, the Commission issued its Decision and Order granting NET about $11 million. NET appealed the decision to both the U.S. District Court on depreciation issues and to the Maine Supreme Judicial Court on a number of issues. Commission attorneys briefed and argued this case of national significance. On June 15, 1983, the U.S. District Court issued an order denying NET's motion for a temporary restraining order, which was sought on the basis that the PUC's action violated an FCC order. Finally, the Commission continues to assess the impact on NET and other Maine telephone utilities, and their ratepayers of recent national developments in the telecommunications area. The Commission has participated in a number of FCC and federal court actions, with its position on the transfer of pension funds attracting national attention.

*Consumer Assistance Division:* During the calendar year 1982 the Commission's Consumer Assistance Division processed 4,811 complaints from utility customers and 495 requests for disconnection by electric utilities under the Winter Disconnection Rule from December 1, 1982 to April 14, 1983. Investigations of customer complaints by the Division resulted in refunds of $60,606.24 to customer for 1982.

*Rulemaking:* Rulemaking proceedings were concluded during the fiscal year which allowed the curing of defects in filing requirements for rate cases and which increased the interest to be paid by utilities on customer deposits.

*Legislative Changes:* Significant legislative changes during the fiscal year which affect the Public Utilities Commission include:

1) The requirement that the Commission process formal consumer complaints within nine months.

2) Authorization for the Commission to conduct management audits of utilities.

3) Clarification of the electric fuel clause to ensure that ratepayers receive the benefits of credits received for electricity sales.

4) The requirement that all utilities file their disconnection and deposit conditions for commercial customers with the Commission.

5) The removal of the Commission's jurisdiction over certain dealers of gas in liquid form and one-way radio paging services, which represented an insignificant portion of the Commission's work load.

6) The replacement of the position of Director of Engineering with Director of Technical Analysis.

7) Revision of the gas fuel adjustment statute to allow rates for non-firm customers.

8) Clarification of rate filing procedures for water districts.

## LICENSES, PERMITS, ETC.:

Electric Utilities—Application for Certificate of Convenience and Necessity to construct or purchase generating facilities of energy.

Radio Common Carriers—Application for Certificate of Conveneience and Necessity to provide service.

Water Carriers in Casco Bay—Application for Certificate of Convenience and Necessity to provide service.

**PUBLICATIONS:**

Annual Report to Joint Standing Committee on Public Utilities of the Maine Legislature.
All Rules and Decisions
Summary of Chapter 81

**FINANCES, FISCAL YEAR 1983:** The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

# MAINE PUBLIC UTILITIES FINANCING BANK

**ROBERTA WEIL, CHAIRMAN**
**HENRY G. BOUCHARD, Executive Director**

*Central Office:* Community Drive, Augusta *Telephone:* 622-9386
*Mail Address:* 35 Community Drive, Augusta, Maine 04330

*Established:* 1981

*Reference: Policy Area:* 01; *Umbrella:* 94; *Unit:* 401; *Citation:* 35 M.R.S.A., Sect. 181

*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** The Maine Public Utilities Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf of or payable by the State.

**ORGANIZATION:** The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex officio. The Board of Commissioners shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

**PUBLICATIONS:**

Annual Report

**FINANCES, FISCAL YEAR 1983:** The State records do not contain any accounts assigned to this unit. Operating expenses will be covered by fees and charges to the participating public utility.

# RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE

## RICHARD D. DUTREMBLE, CHIEF EXECUTIVE

*Central Office:* State Office Bldg., Augusta *Telephone:* 622-6201
*Mail Address:* Statehouse Station #72, Augusta, Maine 04333

*Established:* 1981 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 01; *Umbrella:* 94; *Unit:* 400; *Citation:* 37A M.R.S.A., Sect. 124

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PROGRAM:**

Radiological Emergency Preparedness, Chapter 444, P.L. 1981 "An Act to Establish an Emergency Radiological Response System" was enacted in June 1981. This act established the Radiological Emergency Preparedness Committee to oversee Nuclear Emergency Planning and provides $50,000 annually to accomplish their work. The monies are obtained by a fee on nuclear reactor license holders.

The REP Committee has completed its second annual budget. Monies from the budget ($50,000) were used to enhance emergency public notification, communications, and planning within the 20 towns in Emergency Planning Zone around the Maine Yankee Nuclear Plant. The Bureau of Civil Emergency Preparedness provides the REP Committee administrative and financial services.

**PUBLICATIONS:**

State of Maine Emergency Procedures in the event of a Maine Yankee incident—free to those citizens and transients within ten (10) miles of Maine Yankee plant site.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,376 | | 1,376 | | | |
| Retirement | 218 | | 218 | | | |
| Commodities | 8,098 | | 8,098 | | | |
| Grants—Subsidies—Pensions | 4,191 | | 4,191 | | | |
| Equipment | 7,723 | | 7,723 | | | |
| **TOTAL EXPENDITURES** | 22,140 | | 22,140 | | | |

# CONTINUING EDUCATION COMMITTEE (REAL ESTATE)

**TRUDY A. SULLIVAN, CHAIRMAN**
**CAROL J. LEIGHTON, Administrative Assistant**

*Central Office:* Stevens School Central Bldg., Hallowell, Maine *Telephone:* 289-3735
*Mail Address:* Statehouse Sta. #35, Augusta, Maine 04333 *Floor:* Basement

*Established:* September 14,1979

*Reference: Policy Area:* 01; *Umbrella:* 90; *Unit:* 040; *Citation:* 32 M.R.S.A., Sect. 4115B

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Continuing Education Committee (Real Estate), created effective September 14, 1979, was established to approve real estate oriented educational programs. Each biennial licensing period, actively licensed real estate brokers and salesmen must attend 12 clock hours of real estate oriented educational programs.

Upon receipt of an application for approval as a continuing education program, the committee considers the apparent ability of the program to improve the licensee's knowledge of the real estate business and to assist the licensee in keeping abreast of changing laws, regulations or practices which will affect the interests of his client. Approved programs may include inoffice classes, video-tape and tele-lecture presentations, correspondence courses, professional seminars, college courses, workshops, courses designed for pre-licensure education, and other formats, subject to approval of course content by the committee. The committee in approving applications also considers the desirability of low cost programs that can be accessible to licensees in rural areas.

**ORGANIZATION:** The Continuing Education Committee is appointed by the Real Estate Commission. The committee consists of one member of the commission, one member from the field of education, one member representing the public and 4 licensees. Each licensee represents a different geographical area of the State, and at least one must not belong to a professional real estate trade association. Members are appointed for staggered 3-year terms, except the commission member who is appointed annually.

**PROGRAM:** The Continuing Education Committees held 10 meetings during the fiscal year. During this period the Committee approved forty-nine new programs and re-approved twenty-seven programs that have served over 3,000 licensees.

**LICENSES, PERMITS, ETC.:**

Program approval for continuing education credit.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# (BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

**ROBERT BOURGAULT, CHAIRPERSON, BOARD OF TRUSTEES**
**ROBERTA M. WEIL, EXECUTIVE DIRECTOR**

1-(800)-451-9800
*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3461
*Mail Address:* Statehouse Sta. #46, Augusta, Maine 04333

*Established:* 1947 *Sunset Termination Scheduled to Start by:* June 30, 1988

*Reference: Policy Area:* 00; *Umbrella:* 94; *Unit:* 411; *Citation:* 5 M.R.S.A., Section 1002

*Average Count—All Positions:* 33 *Legislative Count:* 42

**PURPOSE:** The major goal of the Board of Trustees of the Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and benefits to survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the System including the State Group Life Insurance plan, and Survivor Benefit plan. The administrative responsibility is vested in the Executive Director who is appointed by the Board, who is also the State Administrator for Social Security as it applies to Maine's political subdivisions.

**ORGANIZATION:** A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary, and state police officers employed before 1943), and the employees of 262 cities, towns, counties, various municipal type units, and certain educational institutions, was created by the Legislature in 1947.

The System is under the supervision of a seven-member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include three members appointed by the Governor and subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Legislature, one of whom shall be a retired teacher selected from a list of three nominees submitted by the Maine Retired Teachers Association; one member elected by the Maine State Employees Association; one member elected by the Maine Teachers Association; one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district; and one member who is receiving a retirement allowance under the System and is selected by the foregoing members of the Board. The State Treasurer is an ex-officio, non-voting member. The Board elects a chairman from its membership and designates an actuary, whose duties include the computation of all retirement benefits and a recommendation on funding requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System is also provided for under the law.

**PROGRAM:** Membership in the Maine State Retirement System at June 30, 1983, was comprised of 43,496 active members (18,041 teachers, 16,570 state employees and 8,885 employees of participating local districts). In addition there were 20,913 inactive accounts on the System's records (11,673 teachers, 6,643 state employees and 2,597 participating local district employees).

Trust fund reserves of the System at June 30, 1983, totalled $569,511,307, an increase of $107,857,799 over reserves at the beginning of the year. The year end composition of these reserves was as follows:

| | |
|---|---|
| State Employees | $225,075,015 |
| Teachers (Post 7/1/24) | 307,117,292 |
| Teachers (Pre 7/1/24) | (184,775,530) |
| Participating Local Districts | 222,094,529 |
| Total | $569,511,307 |

The increase in trust fund reserves was reflected for the most part in the Members Contribution Fund, which was $27,716,858 more than the previous year's end balance, the Retirement Allowance Fund, which was $78,141,561 greater than at the previous year end, and the Survivor Benefit Fund, which was $1,999,380 greater than the previous year end. Of major significance to the funding integrity of the System is the continued funding for the old system teacher retirement plan; appropriations of $13,200,000 were authorized for 1982-83.

State contributions to the System during the past year totalled $90,255,747, of which $50,509,164 was made on account of teachers and $39,746,583 was made on account of state employees. Participating local district employers made contributions on behalf of employees totalling $16,649,498. Individual members made contributions totalling $37,835,981 as compared with $35,973,971 in the previous year, as may be seen by the following tabulation:

| | FY 1982-83 | FY 1981-82 |
|---|---|---|
| Teachers | $17,487,864 | $16,481,238 |
| State Employees | 12,720,955 | 11,347,345 |
| Participating Local Districts | 7,627,162 | 8,145,388 |
| Total | $37,835,981 | $35,973,971 |

Retirements processed during the last fiscal year totalled 899, representing 296 teachers, 360 state employees and 243 participating local district employees. This represents a decrease of 14 retirement authorizations as compared with the previous year. As of June 30, 1983, there were 17,629 persons on the retirement payroll which amounted to $8,431,247. There were 7,328 teachers, 6,757 state employees and 3,594 employees retired from participating local districts on the June 1983 payroll.

Retired persons and their beneficiaries were paid retirement allowances of $99,371,049 during the year, an increase of $8,871,719 over benefits paid during the previous year. The increase was largely due to the addition of new retirees and the cost-of-living increase paid in September 1982. The cost-of-living increase was $.50 for each full year of creditable service or 6% for all recipients whose benefit was calcuated on criteria other than length of service. This cost-of-living increase was paid to all state employees, teachers and employees of those participating districts that accepted this cost-of-living benefit.

Survivor benefit allowances are paid to survivors (spouse-children-parents) of former members of the System, whose deaths occurred prior to retirement. Total survivor benefits paid to beneficiaries under this program were $1,914,680 during the year, an increase of $257,881 over payments under this program during the previous year.

Administrative expenses for the fiscal year were $1,038,828, an increase of $179,202 compared to the previous year. This increase was largely in personal services which totaled $485,645.

The retired state employee health insurance premiums totalled $1,673,898 during the fiscal year as compared to $1,357,373 during the previous year.

During the past fiscal year staff members of the System met with numerous groups including public school teachers, state employees and employees of participating local districts (active and retired) to review and explain the System's benefit provisions with respect to retirement, survivor benefits, disability retirement and group life insurance.

## RETIREMENT AND SURVIVOR PAYMENTS

| *Fiscal Year Ending June 30* | *Retirement Payments* | *Survivor Benefit Payments* |
|---|---|---|
| 1983 | $99,371,049 | $1,914,680 |
| 1982 | $90,499,330 | $1,656,799 |
| 1981 | 82,174,316 | 1,543,470 |
| 1980 | 76,476,530 | 1,495,620 |
| 1979 | 70,807,529 | 1,461,604 |
| 1978 | 64,002,405 | 1,392,108 |

## MAINE STATE RETIREMENT SYSTEM
### Balance Sheet
### June 30, 1983

*Assets*

| | |
|---|---|
| Investments: | |
| Bonds | $229,539,968.09 |
| Common Stocks | 264,780,080.78 |
| Mortgages | 4,359,613.29 |
| Commingled Fund | |
| Morgan Guaranty Trust | 31,370,629.45 |
| Travelers Insurance Co. | 18,802,027.83 |
| Insured Guaranteed Contract | 9,764,132.32 |
| Total Investments | 558,616,451.76 |
| Other Assets: | |
| Cash—Demand Deposit | 8,721,514.78 |
| Cash—Fiduciary | 1,815,917.40 |
| Accrued Interest | 3,085,260.01 |
| Accounts Receivable | 18,562.60 |
| Total Other Assets | 13,641,254.79 |
| Total Assets | $572,257,706.55 |

*Trust Reserves & Liabilities*

| | *Total Fund* | *State* | *Teachers Post—7/1/24* | *Teachers Pre—7/1/24* | *Participating Districts* |
|---|---|---|---|---|---|
| Trust Reserves: | | | | | |
| Members Contribution Fund | $314,868,324.48 | $108,443,754.30 | $155,342,048.25 | $ —— | $ 50,957,058.91 |
| Members Contribution Fund | 125,463.02 | —— | 125,463.02 | —— | 125,463.02 |
| Retirement Allowance Fund | 231,429,708.78 | 107,833,309.62 | 139,295,248.58 | ( 184,775,529.56) | 169,076,680.14 |
| Survivor Benefit Fund | 23,087,810.79 | 8,797,901.63 | 12,354,532.40 | —— | 1,935,376.76 |
| Total Trust Reserves | 569,511,307.07 | 225,075,015.03 | 307,117,292.25 | ( 184,775,529.56) | 222,094,529.35 |
| Liabilities & Operating Reserves: | | | | | |
| Accounts Payable | 471,854.42 | 374,490.62 | 61,535.02 | —— | 35,828.78 |
| Reserve for Expenditures | 866,602.70 | 367,614.52 | 366,159.08 | —— | 132,829.10 |
| State Retirees Health Insurance | 1,407,942.36 | 1,407,942.36 | —— | —— | —— |
| Total Liabilities & Operating Reserves | 2,746,399.48 | 2,150,047.50 | 427,694.10 | —— | 168,657.88 |
| Total Reserves & Liabilities | $572,257,706.55 | $227,225,062.53 | $307,544,986.35 | ($184,775,529.56) | $222,263,187.23 |

# MAINE STATE RETIREMENT SYSTEM ANALYSIS OF CHANGES IN TRUST FUND RESERVES YEAR ENDING JUNE 30, 1983

| | | | |
|---|---|---|---|
| Balance July 1, 1982 | | | |
| ADDITIONS | | | |
| **State Contributions:** | | | |
| **Teachers:** | | | |
| General Fund | $48,757,539.97 | | |
| Federal Funds | 1,751,626.47 | $50,509,164.44 | |
| **State Employees:** | | | |
| General Fund | 19,007,948.90 | | |
| Highway Fund | 9,152,104.89 | | |
| Federal Program Fund | 5,028,399.76 | | |
| Special Revenue Fund | 2,758,480.20 | | |
| All Other Funds | 3,799,649.05 | 39,746,582.80 | |
| Total State Contributions | | | |
| Participating Local Districts | 16,649,498.42 | | |
| Individual Members | 37,835,981.10 | 54,485,479.52 | |
| Total Contributions | | | 144,741,226.76 |
| Net Income From Investments | | | 75,831,971.22 |
| TOTAL ADDITIONS | | | $220,573,197.98 |
| DEDUCTIONS | | | |
| **Retirement Allowance Paid** | **Number** | | |
| Council Order | 2 | 1,611.48 | |
| Legislative Resolves | 7 | 47,239.31 | |
| Retirement Full Benefits | 7213 | 28,564,105.75 | |
| Ordinary Disability: | | | |
| Old Law | 83 | 323,125.40 | |
| Chapter 622, PL 1975 | 312 | 2,504,503.60 | |
| Service Incurred Disability | 130 | 593,689.52 | |
| Disability, Chapter 622— July 1, 1978 | 152 | 1,039,898.63 | |
| Option I | 1553 | 5,682,358.37 | |
| Option II | 1584 | 6,004,415.63 | |
| Option III | 1681 | 8,769,080.67 | |
| Option IV | 840 | 4,313,445.18 | |
| Option II—Beneficiary | 514 | 1,158,227.73 | |
| Automatic Option II— Beneficiary | 484 | 1,284,103.15 | |
| Option III—Beneficiary | 536 | 961,624.22 | |
| Option IV—Beneficiary | 765 | 1,358,258.72 | |
| Automatic Option IV— Beneficiary | 95 | 257,213.86 | |
| Service Incurred Death— | 10 | 65,646.24 | |
| 15-Year Teachers | 117 | 120,683.35 | |
| 10-Year Vested Right | 1088 | 1,751,784.28 | |
| Accidental Death Benefits— July 1, 1979 | 12 | 116,887.54 | |
| 20-Year Teachers | 27 | 26,818.68 | |
| Law Enforcement Officers— | | | |
| Marine Resources | 27 | 227,033.99 | |
| Fish & Wildlife | 79 | 602,085.39 | |
| State Police | 143 | 1,069,226.71 | |
| 25-Year Service-Age 55 | 10 | 39,031.92 | |
| Forest Rangers | 5 | 49,119.93 | |
| Fire Fighters & Police— | | | |
| Spec. Prov.—Sec. 1121 | 7 | 55,786.34 | |
| Spec. Prov.—Sec. 1092 | 62 | 437,274.55 | |
| Benefits by P & S Laws | 50 | 109,270.88 | |
| Prison Guards—Section 1121 Sub-Section 2-F | 19 | 119,123.32 | |
| Special Benefits—Sec. 1092 Sub-Section 4 | 22 | 67,564.25 | |
| | | | 67,720,238.59 |

| | Number | | |
|---|---|---|---|
| **Retirement Allowance Adjustment Paid** | | | |
| Council Orders | | 4,616.02 | |
| Legislative Resolves | | 6,223.64 | |
| Retirement Full Benefits | | 14,644,094.55 | |
| Ordinary Disability: | | | |
| Old Law | | 112,479.02 | |
| Chapter 622, PL 1975 | | 234,794.64 | |
| Service Incurred Disability | | 276,375.71 | |
| Disability, Chapter 622—July 1, 1978 | | 370,832.27 | |
| Option I | | 3,620,431.89 | |
| Option II | | 2,343,284.65 | |
| Option III | | 4,392,388.79 | |
| Option IV | | 851,791.32 | |
| Option II—Beneficiary | | 797,072.27 | |
| Automatic Option II—Beneficiary | | 743,353.80 | |
| Option III—Beneficiary | | 844,052.11 | |
| Option IV—Beneficiary | | 294,385.78 | |
| Automatic Option IV—Beneficiary | | 91,782.02 | |
| Service Incurred Death | | 32,678.91 | |
| 15-Year Teachers | | 132,642.92 | |
| 10-Year Vested Right | | 911,942.40 | |
| Accidental Death Benefits— July 1, 1979 | | 8,482.08 | |
| 20-Year Teachers | | 33,898.52 | |
| Law Enforcement Officers— | | | |
| Marine Resources | | 73,994.16 | |
| Fish & Wildlife | | 218,994.00 | |
| State Police | | 407,992.41 | |
| 25-Year Service—Age 55 | | 33,875.62 | |
| Forest Rangers | | 9,252.20 | |
| Fire Fighters & Police— | | | |
| Spec. Prov.—Sec. 1121 | | 24,073.14 | |
| Spec. Prov.—Sec. 1092 Sub-Section 4 | | 79,052.14 | |
| Benefits by P & S Laws | | 27,287.74 | |
| Prison Guards—Section 1121 Sub-Section 2-F | | 24,810.88 | |
| Special Benefits—Section 1092 Sub-Section 4 | | 3,874.84 | |
| | | | 31,650,810.44 |
| **Survivor Benefits** | **Number** | | |
| Accidental Death— Service Incurred | 10 | 22,156.46 | |
| Spouse—Age 60 | 270 | 502,724.06 | |
| Spouse—10-Year Clause | 184 | 355,945.78 | |
| Spouse—Children | 240 | 837,167.17 | |
| Children | 45 | 110,883.94 | |
| Parents | 35 | 85,802.19 | |
| | | | 1,914,679.60 |
| **Refunds** | | | |
| To Former Members | | 11,147,832.10 | |
| To Beneficiaries of Deceased Members | | 210,543.02 | |
| To Survivors of Disability Recipients | | 36,260.48 | |
| To Beneficiaries of Deceased—Option I | | 35,034.51 | |
| | | | 11,429,670.11 |
| TOTAL DEDUCTIONS | | | 112,715,398.74 |
| Balance June 30 | | | $569,511,307.07 |

## MAINE STATE RETIREMENT SYSTEM
### Administration Fund
### Fiscal Year Ending June 1983 and 1982

| | General Administration<br>1983 | | General Administration<br>1982 | |
|---|---|---|---|---|
| Revenue: | | | | |
| State Contributions: | | | | |
| Teachers (Federal Funds) | $ | $ 21,462.30 | $ | $ 18,697.41 |
| General Fund | | 409,830.00 | | 409,830.00 |
| *State Employees:* | | | | |
| General Fund | 189,592.61 | | 171,525.17 | |
| Highway Funds | 91,847.09 | | 82,947.62 | |
| Federal Program Funds | 77,522.31 | | 70,186.45 | |
| Special Revenue Funds | 25,279.02 | | 22,895.05 | |
| Other State Funds | 44,964.97 | | 33,454.10 | |
| Total State Contributions | | 429,206.00 | | 381,008.39 |
| Participating Districts | | 429,939.78 | | 164,177.00 |
| Miscellaneous | | —— | | 84.00 |
| Total Revenues | | 1,069,438.08 | | 973,796.80 |
| Expenditures: | | | | |
| Personal Services | 485,645.15 | | 399,701.00 | |
| Actuarial Services: | | | | |
| (Towne & Assoc.) | 38,237.00 | | 29,898.24 | |
| Data Processing | 63,734.41 | | 66,818.03 | |
| Utilities | 8,864.71 | | 9,621.11 | |
| Postage & Mailing | 50,626.03 | | 38,430.47 | |
| Repairs to Equipment | 12,282.63 | | 12,744.84 | |
| Printing & Binding | 9,968.90 | | 15,638.04 | |
| Office Supplies | 19,078.97 | | 9,131.18 | |
| Retirement Costs | 83,655.18 | | 69,904.52 | |
| Research & Legal Services | 25,692.92 | | 12,681.69 | |
| Health Insurance | 21,530.94 | | 16,496.44 | |
| STA-CAP Costs | 154,293.30 | | 158,879.27 | |
| General Operating Costs | 5,648.53 | | 2,823.11 | |
| Travel | 16,985.46 | | 16,858.24 | |
| Office Equipment | 10,104.30 | | —— | |
| Unemployment | 4,030.64 | | —— | |
| Per Diem | 6,150.00 | | —— | |
| Advertising Notices | 3,525.78 | | —— | |
| Medical Services | 10,133.41 | | —— | |
| Intragovernmental Services | 7,407.22 | | —— | |
| Workers' Compensation | 1,232.32 | | —— | |
| Total Expenditures | | 1,038,827.80 | | 859,626.18 |
| Current Year Reserves | | 30,610.28 | | 114,170.62 |
| Prior Year Reserves | | 835,992.42 | | 721,821.80 |
| Balance of Reserves | | $ 866,602.70 | | $835,992.42 |

# RETIREMENT SYSTEM

## MEMBERS AND EMPLOYERS CONTRIBUTIONS

| *Fiscal Year Ending June 30* | *Employees* | *Employers* |
|---|---|---|
| 1983 | $37,835,981 | $106,905,245* |
| 1982 | $35,973,971 | 99,268,203 |
| 1981 | 36,001,782 | 74,479,257 |
| 1980 | 33,705,766 | 70,249,466 |
| 1979 | 30,544,619 | 52,000,495 |
| 1978 | 28,002,557 | 45,456,338 |

## RETIREMENT ALLOWANCE RECIPIENTS

| *Fiscal Year Ending June 30* | *State Employees* | *Teachers* | *Local District Employees* | *Total* |
|---|---|---|---|---|
| 1983 | 6,757 | 7,328 | 3,544 | 17,629 |
| 1982 | 6,518 | 7,182 | 3,332 | 17,032 |
| 1981 | 6,152 | 6,972 | 3,092 | 16,216 |
| 1980 | 5,878 | 6,774 | 2,905 | 15,557 |
| 1979 | 5,677 | 6,626 | 2,688 | 14,991 |
| 1978 | 5,413 | 6,394 | 2,465 | 14,272 |

*—Includes $13,200 funding for the non-contributory teachers provided by the Legislative Appropriation Act (PL 1981, c. 316)

## STATISTICS

| | *Active* | *Inactive* |
|---|---|---|
| *MEMBERSHIP*—June 30, 1983: | | |
| State Employees | 16,570 | 6,643 |
| Teachers | 18,041 | 11,673 |
| Participating Local Districts | 8,885 | 2,597 |
| TOTAL | 43,496 | 20,913 |
| *RETIREMENT ALLOWANCES*—Authorized Year Ended June 30, 1983: | | |
| | | *Percent* |
| State Employees | 360 | 40.1% |
| Teachers | 296 | 32.9% |
| Participating Local Districts | 243 | 27.0% |
| TOTAL | 899 | |
| *SURVIVOR BENEFITS*—Authorized Year Ended June 30, 1983: | | |
| | | *Percent* |
| State Employees | 23 | 95.8% |
| Teachers | 1 | 4.2% |
| Participating Local Districts | 0 | 0.0% |
| TOTAL | 24 | |

| *Participating Local Districts* | |
|---|---|
| Towns | 102 |
| Sewer & Water Districts | 40 |
| Cities | 19 |
| S.A.D.'s | 18 |
| Counties | 16 |
| Housing Authorities | 12 |
| Public Libraries | 4 |
| Miscellaneous | 51 |
| TOTAL | 262 |

# RETIREMENT SYSTEM

| *FINANCIAL HIGHLIGHTS* | *1983* | *1982* |
|---|---|---|
| **Assets of the Fund at Year End** | **$572,257,706** | **$465,038,868** |
| **Net Income From Investments** | **75,831,971** | **47,292,819** |
| **Year End Investments (Cost)** | **558,616,452** | **383,750,316** |
| **Year End Investments (Market)** | **638,297,839** | **356,652,348** |
| **Corporate Stocks in Portfolio (Cost)** | **264,780,081** | **175,651,853** |
| **Percent of Portfolio** | **47.4%** | **45.8%** |
| **Bonds in Portfolio (Cost)** | **229,539,968** | **151,623,919** |
| **Percent of Portfolio** | **41.1%** | **39.5%** |
| **Mortgages in Portfolio (Cost)** | **4,359,613** | **4,877,203** |
| **Percent of Portfolio** | **.8%** | **1.3%** |
| **Insured Guaranteed Contract (Cost)** | **9,764,132** | **8,876,484** |
| **Percent of Portfolio** | **1.7%** | **2.3%** |
| **Time Deposits in Portfolio (Cost)** | **——** | **9,995,198** |
| **Percent of Portfolio** | **——** | **2.6%** |
| **Commingled Trust Fund** | **50,172,657** | **32,725,659** |
| **Percent of Portfolio** | **9.0%** | **8.5%** |

*RETIREMENT ALLOWANCES* paid—June 30, 1983

| | Value | | Persons | |
|---|---|---|---|---|
| | Dollars | Percent | Number | Percent |
| State Employees | $3,048,279 | 36.2% | 6,757 | 38.3% |
| Teachers | 4,249,039 | 50.4% | 7,328 | 41.6% |
| Participating Local Districts | 1,133,929 | 13.4% | 3,544 | 20.1% |
| TOTAL | $8,431,247 | | 17,629 | |

*SURVIVOR BENEFITS* paid—June 30, 1983

| | *Value* | | *Persons* | |
|---|---|---|---|---|
| | *Dollars* | *Percent* | *Number* | *Percent* |
| State Employees | $ 93,975 | 57.2% | 441 | 56.1% |
| Teachers | 46,364 | 28.2% | 192 | 24.3% |
| Participating Local Districts | 24,024 | 14.6% | 154 | 19.6% |
| TOTAL | $ 164,363 | | 787 | |

**PUBLICATIONS:**

Maine State Retirement System Laws, 1978 Revision

Informational Handbook—Maine State Retirement System—For State Employees and Public School Teachers—1981 Revision--For Employees of Participating Districts—1977 Revision

Explanation of Group Life Insurance—Basic, Supplemental and Dependent

Report of the Maine State Retirement System for the Fiscal Year Ended June 30, 1982

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| (BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 546,716 | | | | | 546,716 |
| Health Benefits | 21,531 | | | | | 21,531 |
| Retirement | 246,361 | | | 157,227 | | 89,134 |
| Other Fringe Benefits | 3,192 | | | | | 3,192 |
| Computer Services—State | 70,231 | | | | | 70,231 |
| Other Contractual Service | 1,180,939 | | | | | 1,180,939 |
| Commodities | 21,577 | | | | | 21,577 |
| Grants—Subsidies—Pensions | 72,152,905 | | | | | 72,152,905 |
| Equipment | 12,042 | | | | | 12,042 |
| Interest—Debt Retirement | 12,854,595 | | | | | 12,854,595 |
| Transfers to Other Funds | 61,012,938 | 1,001,414 | | | | 60,011,524 |
| **TOTAL EXPENDITURES** | 148,123,027 | 1,001,414 | | 157,227 | | 146,964,386 |

# SACO RIVER CORRIDOR COMMISSION

## MARGARET M. ROY, EXECUTIVE DIRECTOR

*Central Office:* Main Street, Cornish, Maine *Telephone:* 625-8123
*Mail Address:* Box 283, Cornish, Maine 04020

*Established:* 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984

*Reference: Policy Area:* 05; *Umbrella:* 94; *Unit:* 412; *Citation:* Title 38, M.R.S.A., Sect. 951 et seq.

*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to Establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

**ORGANIZATION:** The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff (presently consisting of an Executive Director and a part-time secretary/bookkeeper) which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

**PROGRAM:** In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure. The Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary application form. During this fiscal year, the Commission conducted 3 public hearings and considered 45 applications for permits or variances. The Commission also considered 14 amendments to permits previously granted. Commission staff has also conducted 46 site investigations during the twelve month period. Among the items considered by the Commission this year was a petition for redistricting a parcel of land within the Corridor in the Town of Acton. The request that land within a Limited Residential District be changed to a General Development designation was denied by the Commission following a public hearing at which the members found the land to be better suited for a Limited Residential District designation.

The past year has seen a dramatic increase in applications for and inquiries about recreation-oriented development along the river. While the Commission recognizes that extensive canoe use of the Saco has created a demand, and even a need, for such development, it also must be concerned with the impact of recreation-oriented uses on the whole river resource. As part of this concern, the Commission has begun development of performance standards governing campground development within the Corridor. In addition, the Commission, through its staff, continued its involvement in a study of recreational use of the Saco. The study, which encompasses recreational use in both Maine and New Hampshire, was conducted by the Southern Maine Regional Planning Commission under the guidance of an advisory committee of citizens from both states. The final report, issued this year, assesses current use and riparian landowner attitudes regarding such use and includes recommendations for future management which will provide protection of the resource while enhancing river-based recreational opportunities within the valley.

Of continuing concern to the Commission is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist local citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other full-time local government officials, the Commission staff is often sought by the citizens to provide advice concerning environmental laws and regulations.

In summary, while the Commission's activities this year have been many and varied, its first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

In summary, while the Commission's activities this year have been many and varied, its first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which the Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

**LICENSES, PERMITS, ETC.:**

Permits:

- Building—within the statutorily defined corridor
- Filling—within the statutorily defined corridor
- Excavating—within the statutorily defined corridor

**PUBLICATIONS:**

1. Copies of "An Act to Establish the Saco River Corridor" ($.25).
2. *The Saco River Corridor: The View From the Valley*—the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of $4.00.
3. Informational pamphlet (free)

**FINANCES, FISCAL YEAR 1983:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

| SACO RIVER CORRIDOR COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 18,940 | 10,000 | | | | 8,940 |
| Contractual Services | 4,486 | | | | | 4,486 |
| Travel Expense | 637 | | | | | 637 |
| Utilities | 398 | | | | | 398 |
| Rents | 2,800 | | | | | 2,800 |
| General Operating Expense | 4,090 | | | | | 4,090 |
| Other Supplies | 543 | | | | | 543 |
| Unemployment Comp. | 558 | | | | | 558 |
| Equipment Purchases | 21 | | | | | 21 |
| **TOTAL EXPENDITURES** | 32,478 | 10,000 | | | | 22,478 |

# MAINE SARDINE COUNCIL

## JAMES L. WARREN, EXECUTIVE DIRECTOR

*Central Office:* 470 North Main Street, Brewer *Telephone:* 989-2180
*Mail Address:* P.O. Box 337, Brewer, Maine 04412

*Established:* 1951 *Sunset Termination Scheduled to Start by:* June 30, 1985

*Reference: Policy Area:* 01; *Umbrella:* 94; *Unit:* 414; *Citation:* 36 M.R.S.A., Sect. 4693

*Average Count—All Positions:* 7 *Legislative Count:* 0

**PURPOSE:** The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

**ORGANIZATION:** In 1951, Maine sardine canners requested the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active canners appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was thus established. The Council was charged with responsibility for administering the various programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, and the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976 the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

**PROGRAM:** Most of the activities of the Maine Sardine Council were pursued during FY 83 with varying degrees of emphasis as requirements and funds would permit. Since 1960, the industry has been faced with a declining supply of fish for canning, and therefore, tax income has decreased accordingly. It has been most difficult to do short-term and almost impossible to do long-term planning due to the continuous uncertainty of fish supply and income. Where the Maine Sardine Council's tax income prior to 1961 averaged from $500,000 to $600,000 a year, presently it can be projected to a maximum of approximately $300,000 barring an unexpected, but much needed and hoped for, improvement in fish supply. Major items of expense have included financing of the Quality Control and Research Laboratory at Brewer, development of programs to meet State and federal requirements for pollution control, plant safety, U.S. Food and Drug Administration's inspection regulations and related problems. Sales promotion and merchandising activities were greatly reduced. Former active market-consumer research programs have necessarily been curtailed to a mere holding action while the financing of any worthwhile advertising is not possible.

Considerable staff time was devoted to attempting to find a solution to the Sardine Industry's Wastewater Discharge Problem. The Sardine Council along with representatives from the Sardine Industry and the Department of Environmental Protection are working on a two year study to achieve this end. Also staff have been developing data to respond to the Federal Food and Drug Administration request for voluntary sodium labelling on prepared foods.

In order for the Sardine Council to continue to carry on its activities, the Sardine Industry petitioned the 110th Legislature to increase the sardine tax from 25¢ to 30¢ per case. The Legislature enacted this increase and this has now become law.

**Fisheries Conservation and Management Act.** With the enactment of the Fisheries Conservation & Management Act (the 200 Mile Limit Bill), much of the staff time has been devoted to representing the Industry at the New England Regional Fisheries Management Council meetings and the Herring Oversight Committee meetings. The purpose of these meetings has been to help formulate the Fisheries Management Plan for Herring, which forms the raw material for the Sardine Industry.

**Sardine Industry.** During the 1982 season, the Industry saw one of the poorest catches of herring on the Maine coast in recent years. As a result the Sardine Industry packed 769,000 cases which is 33% lower than the last ten year agerage. Such fluctuations in the supply of raw material require substantial reductions in Council activities during poor years. These fluctuations continue to plague the Industry and make management of the resource extremely difficult. The State of Maine and the New England Regional Fishery Management Council continue to enact regulations for the Herring Fishery off New England to properly manage this resource.

**PUBLICATIONS:**

Comic Book "Ricky and Debbie in Sardineland" free
"Maine Sardine Recipes" free

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE SARDINE COUNCIL | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 85,877 | | 85,877 | | | |
| Health Benefits | 3,033 | | 3,033 | | | |
| Retirement | 14,932 | | 14,932 | | | |
| Other Fringe Benefits | 459 | | 459 | | | |
| Other Contractual Service | 86,778 | | 86,778 | | | |
| Rents | 2,323 | | 2,323 | | | |
| Commodities | 2,880 | | 2,880 | | | |
| Grants—Subsidies—Pensions | 504 | | 504 | | | |
| Transfers to Other Funds | 9,342 | | 9,342 | | | |
| TOTAL EXPENDITURES | 206,128 | | 206,128 | | | |

# MAINE SCHOOL BUILDING AUTHORITY

**RICHARD REDMOND, CHAIRMAN**
**LEROY O. NISBETT, Secretary-Treasurer**

*Central Office:* Education Bldg., Augusta *Telephone:* 289-2061
*Mailing Address:* Statehouse Sta. #23, Augusta, Maine 04333
*Established:* August 20, 1951 *Sunset Review:* Not Established
*Reference: Policy Area:* 02; *Umbrella:* 99; *Unit:* 078; *Citation:* 20 M.R.S.A., Sect. 3504
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine School Building Authority was created in recognition of the fact that a general diffusion of the advantages of education is essential to the preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals to finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

**ORGANIZATION:** The Authority established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services. A Secretary-Treasurer is elected by the membership from the Department of Educational and Cultural Services, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

**PROGRAM:** Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 83 as outlined above.

Although this is an annual report for FY 83, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

57 elementary schools
5 additions to elementary schools
9 high schools
2 junior high schools
4 lessees have financed additions with the aid of the Authority.
26 lessees have construction additions to projects with local funds.
1 lessee converted an elementary school to a high school.

**Financial Aspects During the Years**

| | |
|---|---|
| Total bonds issued for construction | $17,220,000.00 |
| Local funds appropriated for construction | 3,210,576.12 |
| State grants for construction (8 projects) | 136,500.00 |
| State Construction Aid (Estimated) | 3,899,525.41 |
| Federal funds for construction (2 projects) | 294,444.03 |
| Accrued interest on bonds sold | 230,868.23 |
| Interest earned on all construction fund investments | 708,662.88 |
| Refunds | 3,628.93 |
| Total cost of all projects (Estimated) | 23,002,908.00 |
| Balances credited to accounts | 127,535.99 |

From January 1, 1982 through January 1, 1983 the Maine School Building Authority is making the following financial report relative to its bonds:

| | |
|---|---|
| Debt Outstanding at Beginning of Period | $5,956,000.00 |
| Bonds Issued During 12 Month Period | None |
| Bonds Retired During 12 Month Period | $ 587,000.00 |
| Outstanding Bonds at End of Period | $5,369,000.00 |

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1983.

**PUBLICATIONS:**

*Maine School Building Authority School Facilities Progress* (1963 Publication).

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

# DEPARTMENT OF THE SECRETARY OF STATE

## RODNEY S. QUINN, SECRETARY OF STATE

*Central Office:* State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3501
*Mail Address:* Statehouse Sta. #101, Augusta, Maine 04333

*Established:* 1820 *Sunset Review Required by:* June 30, 1981

*Reference: Policy Area:* 00; *Umbrella:* 29; *Unit:* 250; *Citation:* 5 M.R.S.A., Sect. 81

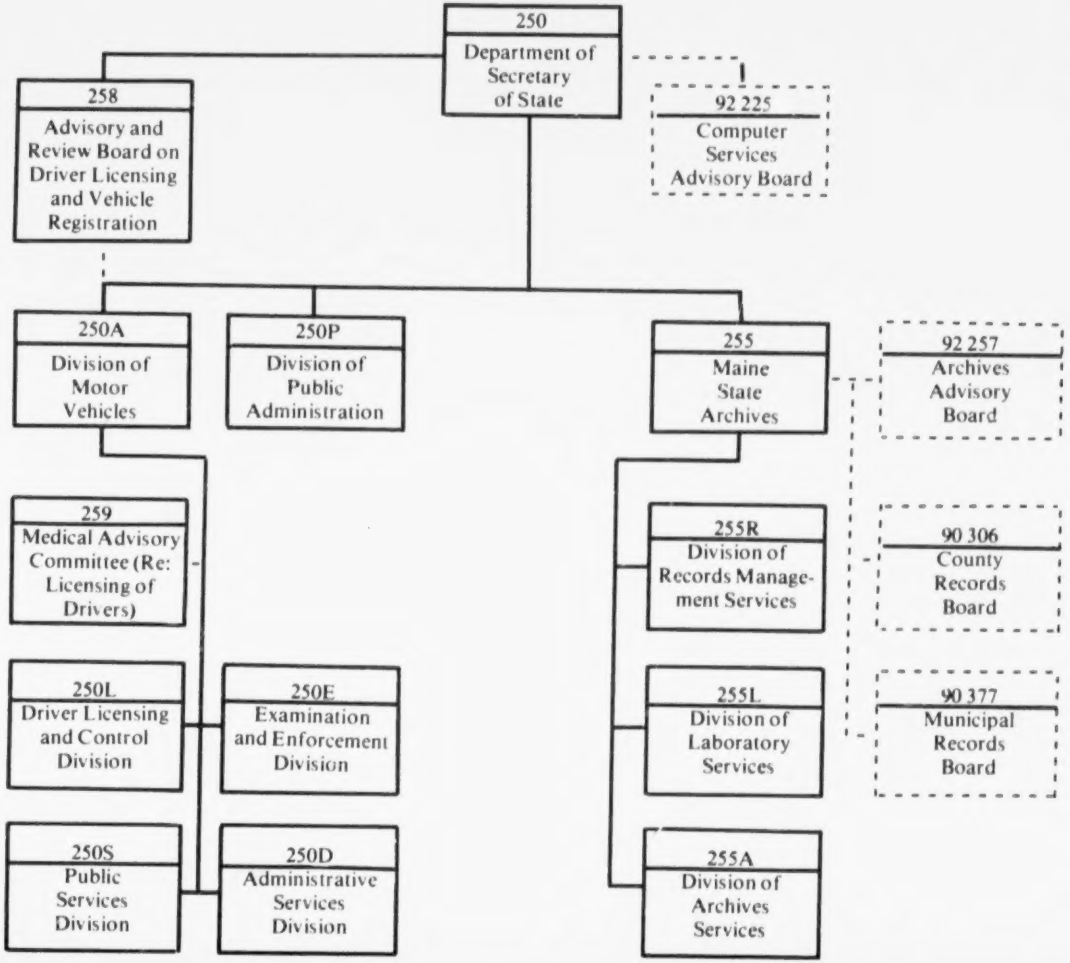
*Average Count—All Positions:* 315 *Legislative Count:* 347.5

*Organizational Units:*
- Public Administration Division
- Administration Bureau
- Administrative Procedures Office
- Commissions and Pardons Bureau
- Corporation Bureau
- Elections Bureau
- Public Disclosure Bureau
- UCC Bureau
- Maine State Archives
  - Archives Advisory Board
- Motor Vehicle Division
  - Advisory and Review Board
  - Medical Advisory Committee

**PURPOSE:** A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate, and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public and justices of the peace, renews commissions for both of these offices, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; causes all bills passed by the Legislature to be engrossed; distributes printed information, instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issues licenses for operators thereof; issues certificates of title, license new and used car dealers; and generally supervises the Department's subdivisions as required by statute and recommends to the Legislature such changes as may be required to modernize and improve the functions and services rendered by the Department.

**ORGANIZATION:** The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Bureau originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Motor Vehicle Division was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Bureau. Also in 1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

# ORGANIZATIONAL CHART
# DEPARTMENT OF SECRETARY OF STATE
## UMB 29


250
Department of Secretary of State
92 225
Computer Services Advisory Board
258
Advisory and Review Board on Driver Licensing and Vehicle Registration
250A
Division of Motor Vehicles
250P
Division of Public Administration
255
Maine State Archives
92 257
Archives Advisory Board
90 306
County Records Board
90 377
Municipal Records Board
259
Medical Advisory Committee (Re: Licensing of Drivers)
250L
Driver Licensing and Control Division
250E
Examination and Enforcement Division
250S
Public Services Division
250D
Administrative Services Division
255R
Division of Records Management Services
255L
Division of Laboratory Services
255A
Division of Archives Services

Approved by Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF THE SECRETARY OF STATE

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 4,574,117 | 701,522 | 7,825 | 3,861,470 | 3,300 | |
| Health Benefits | 213,948 | 29,399 | | 184,429 | 120 | |
| Retirement | 748,764 | 113,075 | 1,121 | 634,053 | 515 | |
| Other Fringe Benefits | 34,204 | 4,311 | 95 | 29,798 | | |
| Computer Services—State | 271,189 | 3,994 | | 267,195 | | |
| Other Contractual Service | 1,012,592 | 90,208 | 4,906 | 916,382 | 1,096 | |
| Rents | 122,426 | 5,426 | 30 | 116,970 | | |
| Commodities | 627,893 | 108,643 | | 519,250 | | |
| Grants—Subsidies—Pensions | 52,846 | | 500 | 52,346 | | |
| Buildings and Improvement | 2,480 | | | 2,480 | | |
| Equipment | 278,017 | 2,453 | 1,430 | 274,134 | | |
| Transfers to Other Funds | 343,774 | | 3,100 | 340,438 | 236 | |
| **TOTAL EXPENDITURES** | 8,282,250 | 1,059,031 | 19,007 | 7,198,945 | 5,267 | |

**PROGRAM:** The Program of the Secretary of State is implemented through its sections and divisions.

**Motor Vehicle Division.** This Division supervises the licensing of motor vehicle operators and the registration of all types of motor vehicles. Its long-range plans, forming the basis of the purpose of the Division, are to insure orderly record-keeping relating to motor vehicles and motor vehicle operators, and to permit and develop to the greatest possible degree the safe operation of motor vehicles within the State.

**Maine State Archives.** The Archives is charged essentially with responsibility for the safe and orderly preservation of all important State records and documents and to provide to the public free, but controlled, access to a multitude of various State records.

**Division of Public Administration.** This unit is charged with the administration of State elections and with record-keeping relating to Corporations, the Uniform Commercial Code, Administrative Rules, Appointments, Lobbyists and Miscellaneous Filings.

**LICENSES, PERMITS, ETC.:**
See specific Division

**PUBLICATIONS:**
See specific Division

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

# ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

### JOHN H. WENTWORTH, DIRECTOR

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-2761
*Mail Address:* Statehouse Sta. #29, Augusta, Maine 04333
*Established:* 1943 *Sunset Review Required by:* June 30, 1981
*Reference: Policy Area:* 00; *Umbrella:* 29; *Unit:* 250D; *Citation:* 5 M.R.S.A., Sect. 81
*Average Count—All Positions:* 63 *Legislative Count:* 0

**PURPOSE:** The Administrative Services Division provides those services that are supportive to the other organizational elements of the Motor Vehicle Division. Included therein are financial support activity; payroll; personnel; data processing; central files; micro-filming; central stores and mail handling.

**ORGANIZATION:** The Administrative Services Division evolved from the Finance and Administrative Bureau which had the responsibility for all of the Support Activities with the exception of Data Processing. Data Processing came within the organizational framework in 1976.

**PROGRAM:** FY 82 was highlighted by the establishment of a uniform title document by the six (6) New England States resulting in a savings to the Motor Vehicle Division of $10,000.

In addition the Motor Vehicle Division initiated a Program of manufacturing validation stickers at the plate manufacturing facility in Warren, Maine. When this program is perfected, the plate manufacturing facility should have the expertise to manufacture (silk screen) all of the decals utilized by the State of Maine.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

# MAINE STATE ARCHIVES

## SAMUEL S. SILSBY, JR., STATE ARCHIVIST

*Central Office:* L-M-A Bldg., Augusta *Telephone:* 289-2451
*Mail Address:* Statehouse Sta. #84, Augusta, Maine 04333

*Established:* 1965 *Sunset Review Required by:* June 30, 1981

*Reference: Policy Area:* 00; *Umbrella:* 29; *Unit:* 255; *Citation:* 5 M.R.S.A., Sect. 94

*Average Count—All Positions:* 18 *Legislative Count:* 18

*Organizational Units:*
Office of the State Archivist
Division of Archives Services
Division of Laboratory Services
Division of Records Management Services
Archives Advisory Board
Advisory Committee on Judicial Records
County Records Board
Municipal Records Board

**PURPOSE:** The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

**ORGANIZATION:** The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

**PROGRAM:** Continuing efforts were made to strengthen and improve services to meet the needs of the general public whose use of the agency's facilities has increased dramatically. The staff has conducted workshops and seminars to assist beginning researchers as well as more advanced users; and the agency has cooperated with both national and local organizations who are interested in the preservation of the State's documentary heritage. The Maine State Archives is also cooperating with school systems who are undertaking special projects in the history of their local communities.

**Publications in Progress.** Publications in preparation include *Summary Guide to Archival Holdings in the Maine State Archives, Inaugural Addresses of the Governors of Maine;* various documentaries, special lists and finding aids.

**Professional Development Activities.** The Maine State Archives actively participates in several national professional associations, including the National Micrographics Association, the Association of Records Managers and Administrators, the Society of American Archivists and the National Association of State Archives and Records Administrators.

**Other Public Services.** While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums. Technical assistance was provided to several member societies of the League, and several staff members have voluntarily donated time to assist the League in the furtherance of its objectives.

**LICENSES, PERMITS, ETC.:**

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

**PUBLICATIONS:**

**Informational Brochures:**

Informational brochures describing record holdings related to general public interest, including military history, family history, local history, public lands, Judicial and Legislative records. Free.

**Reference Publications:**

| | |
|---|---|
| Documentary Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books. | $1.00 |
| Counties, Cities, Towns and Plantations of Maine—A Handbook of Incorporations, Dissolutions and Boundary Changes. | $5.00 |
| Lands and Forests: Maine and the Nation—A Select Bibliography. | $1.00 |
| Public Record Repositories in Maine. | $5.25 |
| Microfilm List—Maine Town and Census Records. | $1.00 |

**Documentary Publications:**

| | |
|---|---|
| Dubros Times: Selected Depositions of Maine Revolutionary War Veterans. | $3.00 |

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE STATE ARCHIVES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| EXPENDITURES | | | | | | |
| Salaries and Wages | 329,457 | 329,457 | | | | |
| Health Benefits | 12,654 | 12,654 | | | | |
| Retirement | 51,758 | 51,758 | | | | |
| Other Fringe Benefits | 1,759 | 1,759 | | | | |
| Other Contractual Service | 27,162 | 22,442 | 4,720 | | | |
| Commodities | 21,228 | 21,228 | | | | |
| Grants—Subsidies—Pensions | 500 | | 500 | | | |
| Equipment | 2,670 | 1,240 | 1,430 | | | |
| Transfers to Other Funds | 2,606 | | 2,606 | | | |
| TOTAL EXPENDITURES | 449,794 | 440,538 | 9,256 | | | |

# DIVISION OF ARCHIVES SERVICES

**SYLVIA J. SHERMAN, DIRECTOR**

*Central Office:* Cultural Bldg., Augusta *Telephone:* 289-2451
*Mail Address:* Statehouse Sta. #84, Augusta, Maine 04333

*Established:* 1971 *Sunset Review Required by:* June 30, 1981

*Reference: Policy Area:* 00; *Umbrella:* 29; *Unit:* 255A; *Citation:* 5 M.R.S.A., Sect. 94

**PURPOSE:** The Division of Archives Services is established under the authority of the State Archivist to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

**ORGANIZATION:** The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

**PROGRAM:**

**Division of Archives Services.** Reference services for permanently valuable State records were provided to more than 7,000 in-person visitors to the Archives Search Room. Upwards of 10,000 requests for research information were received by mail and telephone. The volume of information referrals from other State agencies has also substantially increased.

Efforts continued to improve intellectual control over Maine State Archives holdings of permanently valuable State records through the development of inventories, indexes, guides and special lists, but public demands for service have preempted staff time available for such projects. A special project to compile data from the agency's extensive map holdings has continued, in which names of surveyors, map-makers or publishers, locations, special features and other information about each map will be transcribed and eventually translated into a computerized retrieval system. An extensive topical index has also been developed for Legislative Bills that failed of enactment and other Legislative papers, which has been completed through the year 1849. Other projects to select, process and arrange specific bodies of material were undertaken in preparation for microfilming, restoration laboratory work or publication.

Technical assistance was provided by Division specialists to local government agencies and non-profit organizations as Maine State Archives resources permitted.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

# DIVISION OF DRIVER LICENSING AND CONTROL

**GEORGE STORER, DIVISION CHIEF**
**SHIRLEY HARVEY, BRANCH CHIEF**

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-2398
*Mail Address:* Statehouse Sta. #29, Augusta, Maine 04333

*Established:* 1920 *Sunset Review Required by:* June 30, 1981

*Reference: Policy Area:* 00; *Umbrella:* 29; *Unit:* 250L; *Citation:* 5 M.R.S.A., Sect. 81

*Average Count—All Positions:* 49 *Legislative Count:* 0

**PURPOSE:** The Division of Driver Licensing and Control was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are habitually reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement. Administrative hearings are conducted on violations of the motor vehicle laws to determine if the individual's privilege to operate and/or register motor vehicles should be suspended, revoked, withheld or reinstated and whether an individual involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

**ORGANIZATION:** The Division of Driver License and Control was established as a result of reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into a Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examination was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver Licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division.

**PROGRAM:** The primary function and activities of the Division of Driver Licensing and Control, were processing abstracts of convictions or adjudications of violations of the Motor Vehicle Laws as transmitted from the District or Superior Courts, applying those convictions to driver histories; case review of individual driver records for appropriate administrative action against repeat violators, or suspending the license or registration as mandated by law; conducting administrative hearings as requested by the individual to whom action was taken against, either by reason of convictions or uninsured accidents. Hearings were also conducted for those suspended under the Implied Consent Law for refusal to submit to a chemical test after arrest for operating under the influence of intoxicating liquor.

**PUBLICATIONS:**
Rules & Regulations: No Fee
The Maine Point System
Rules for Hearings

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

## EXAMINATION AND ENFORCEMENT DIVISION

**WILLIAM DOWLING, DIVISION CHIEF**

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-3585
*Mail Address:* Statehouse Sta. #29, Augusta, Maine 04333

*Established:* 1980 *Sunset Review Required by:* June 30, 1981

*Reference: Policy Area:* 00; *Umbrella:* 29; *Unit:* 250E; *Citation:* 5 M.R.S.A., Sect. 81

*Average Count—All Positions:* 86 *Legislative Count:* 0

**PURPOSE:** The Division of Examinations and Enforcement is established to provide services in the areas of Title and Anti-Theft, Dealer Licensing, Driver Licensing and the enforcement of dealer, title, and license fraud violations on a state-wide basis. Such operations include making possible only the safest drivers to be licensed, issue titles to vehicles upon proper ownership requirements, and to perform investigations and enforce law in areas responsible to the Secretary of State.

**ORGANIZATION:** The Division of Examinations and Enforcement was established in FY 80 at which time three major functions were placed within the Division. These functions include the section of Driver Licensing, Dealer Licensing, and Investigations. During FY 82 Title and

Anti-Theft was added to this division because of the close relationship between Dealer Licensing and the titling of motor vehicles. This allows the Secretary of State to have better control over the aspects of Dealer Licensing and Title and Anti-Theft. These four functions make up both a substantial administrative unit as well as a moderate number of field personnel.

**PROGRAM:** The Division of Examinations and Enforcement is now testing at twenty-five locations within the state for Class 3 and motorcycle operator's licenses. Ten of these locations are Branch offices that are maintained by the Division of Motor Vehicles. The remaining fifteen facilities are located within town offices or town designated locations. These facilities are provided without cost to the state. In addition to these locations, the Division has six mobile units to test at twenty-six additional locations for Class 1, Class 2 and school bus operator's licenses. Both knowledge and skill tests are administered to determine if the applicant is capable of operating larger vehicles. These exams are conducted at various locations throughout the state, provided by the Department of Transportation and various state armories, at no charge to the division.

The Division has a completely automated scheduling process for examinations. By use of the Motor Vehicle computer system, this provides better and faster services to the public, and allows the administrative staff to perform more accurately and efficiently. In the area of dealer licensing, many changes have taken place, both administratively and legislatively. Dealer information is automatically updated on our computer system which allows ready access to enforcement people and administrative personnel. Motor Vehicle inspectors in 1978 were given limited enforcement powers to ensure the dealer and titling laws are being complied with. Since that time their enforcement authority has broadened to include enforcement powers in most areas responsible to the Secretary.

**LICENSES, PERMITS, ETC.:**

Licenses:
- Driver licenses—Class (1) (2) (3)
- New and used car dealer
- Equipment dealer
- Motorcycle dealer
- Boat or snowmobile trailer dealer
- Loaner
- Transporter
- Bus operator
- Commercial driver education school license

Permits:
- Instruction—Class (1) (2) (3) and motorcycle
- Permit for dealer to operate loaded vehicles
- Vehicle titles.

**PUBLICATIONS:**

Driver Examination Manual—no fee
Motor Vehicle Laws Title (29)—no fee
Rules and Regulations—no fee
Commercial Schools—no fee

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

# DIVISION OF LABORATORY SERVICES

**SAMUEL S. SILSBY, JR., STATE ARCHIVIST**

*Central Office:* Cultural Bldg., Augusta *Telephone:* 289-2451
*Mail Address:* Statehouse Sta. #84, Augusta, Maine 04333

*Established:* 1971 *Sunset Review Required by:* June 30, 1981

*Reference: Policy Area:* 00; *Umbrella:* 29; *Unit:* 255L; *Citation:* 5 M.R.S.A., Sect. 94

**PURPOSE:** The Division of Laboratory Services is established under the authority of the State Archivist to provide centralized photoduplication services and furnish copies of archival material (Photoduplication Laboratory); and provide records preservation and restoration services to ensure the physical protection and survival of the permanently valuable records of the State (Restoration Laboratory).

**ORGANIZATION:** The Photoduplication Laboratory became operational when construction of the Maine State Archives facility was completed in 1971; the Restoration Laboratory began operations in 1972 upon installation of fundamental equipment.

**PROGRAM:** The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

The Photoduplication Laboratory tested and accepted for storage security microcilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies.

The Restoration Laboratory continued a priority restoration project on some 5,000 unique maps and plans of the Maine Land Office, which is expected to be the major effort of the laboratory in the immediate future, in addition to supportive technical assistance as required by the other operating divisions.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices and non-profit organizations around the State. Those working for Maine Municipal Association accreditation as Municipal Clerks receive accreditation points for completion of these workshops.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

# MEDICAL ADVISORY COMMITTEE (RE: LICENSING OF DRIVERS)

**DR. JOZEFOWICZ, CHAIRMAN**

*Central Office:* Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2879
*Mail Address:* Statehouse Sta. #29, Augusta, Maine 04333

*Established:* 1971 *Sunset Review Required by:* June 30, 1981

*Reference: Policy Area:* 00; *Umbrella:* 29; *Unit:* 259; *Citation:* 29 M.R.S.A., Sect. 547

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Medical Advisory Committee was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Committee. The Committee formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

**ORGANIZATION:** The Medical Advisory Committee was authorized in 1971 to consist of five members appointed by the Secretary of State.

**PROGRAM:** Major accomplishments during the past Fiscal Year include:

1. Several meetings of the Medical Advisory Committee during the year to review past programs and planning for future programs.
2. Passage of legislation changing the name of the Medical Advisory Committee to Medical Advisory Board and which also provided nonliability for physicians and other persons who report to the Secretary of State physical and mental impairments of licensees who present a threat to driving safety.
3. Planning the adoption of new medical standards for driver licensee.

**PUBLICATIONS:**

Rules and Regulations: No Fee
Physical, Emotional and Mental Competence to Operate a Motor Vehicle.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

## DIVISION OF MOTOR VEHICLES

### LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

*Central Office:* Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2761
*Mail Address:* Statehouse Sta. #29, Augusta, Maine 04333
*Established:* 1905 *Sunset Review Required by:* June 30, 1981
*Reference: Policy Area:* 00; *Umbrella:* 29; *Unit:* 250A; *Citation:* 29 M.R.S.A., Sect. 51A
*Average Count—All Positions:* 282 *Permanent Legislative Count:* 16

**PURPOSE:** The Division of Motor Vehicle was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and ten branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years. The Division provides a method of titling 1975 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

**ORGANIZATION:** The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Division was reorganized into the Executive Section and three Bureaus. Subsequently duties and responsibilities were added and the Division evolved into its present structure, the Executive Section and four Divisions, Administrative Services, Driver Licensing Control, Examination and Enforcement and Public Services.

In FY 82 two new areas of responsibility were added to the Public Service Division...Fuel Identification Decal Branch and Photographic License/Identification Card Programs, and in June 1982 the Title and Anti-Theft Branch was moved from Public Services to the Division of Examination and Enforcement.

**PROGRAM:** The Division is continuing to provide Licensing, Registration and Title services to the public through 10 Branch Offices, 25 Examination Stations, 6 Mobile Examination Stations, 2 Mobile Photo-License Units, the Main Office and 275 Municipal Agents.

In FY 83 the Photographic License/Identification Card Program completed its first full year of operation serving over 220,000 Photo-license/ID customers.

FY 83 saw the Division charged with the responsibility of establishing and enforcing "mirror reciprocity" with the other states and the Provinces of Canada.

**LICENSES, PERMITS, ETC.:**

License:
  Motor Vehicle Operator
  New and Used Car Dealer
  Equipment Dealer
  Motorcycle Dealer
  Boat or Snowmobile Trailer
  Loaner
  Transporter
  Titles issued for 1975 and newer vehicles
    which are registered
  Bus Operator
Registration:
  Passenger Car
  Truck
  Motorcycle
  Moped
  Trailer
  Tractor
  Antique Motor Cars
  Semi-trailers
Permit:
  Instruction (operator)
  Instruction (motorcycle)
  Transit (registration allowing one way trip
    of unregistered vehicle)
  To Cross Highway (golf carts, lawnmowers, etc.)
  Short term gross weight increase
  To Operate School Bus

**PUBLICATIONS:**

Driver License Examination Manual (no fee)
Motor Vehicle Laws (no fee)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DIVISION OF MOTOR VEHICLES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 3,864,770 | | | 3,861,470 | 3,300 | |
| Health Benefits | 184,549 | | | 184,429 | 120 | |
| Retirement | 634,568 | | | 634,053 | 515 | |
| Other Fringe Benefits | 29,798 | | | 29,798 | | |
| Computer Services—State | 267,195 | | | 267,195 | | |
| Other Contractual Service | 917,478 | | | 916,382 | 1,096 | |
| Rents | 116,970 | | | 116,970 | | |
| Commodities | 519,250 | | | 519,250 | | |
| Grants—Subsidies—Pensions | 52,346 | | | 52,346 | | |
| Buildings and Improvement | 2,480 | | | 2,480 | | |
| Equipment | 274,134 | | | 274,134 | | |
| Transfers to Other Funds | 340,674 | | | 340,438 | 236 | |
| **TOTAL EXPENDITURES** | 7,204,212 | | | 7,198,945 | 5,267 | |

# DIVISION OF PUBLIC ADMINISTRATION

## JAMES S. HENDERSON, DEPUTY SECRETARY OF STATE

*Central Office:* State Office Bldg., Augusta; *Room:* 221 *Telephone:* 289-3501
*Mail Address:* Statehouse Sta. #101, Augusta, Maine 04333 289-3676

*Established:* 1979 *Sunset Review Required by:* June 30, 1981

*Reference: Policy Area:* 00; *Umbrella:* 29; *Unit:* 250P; *Citation:* 5 M.R.S.A., Sect. 81

*Average Count—All Positions:* 26.5 *Permanent Legislative Count:* 26.5

**PURPOSE:** The Division of Public Administration was established to designate that portion of the Department of State responsible for a variety of central filing activities. The Division has a significant contact with the public in a variety of areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code filings; oversight of the Administrative Procedures Act (adoption of administrative rules, regulations, guidelines); recording of appointments to state offices, boards and commissions; secretariat to the Governor's Clemency Board; disclosure of information by lobbyist and political candidates and committees; engrossing of bills for the Maine Legislature.

**ORGANIZATION:** The Division supervises a wide variety of activities through seven bureaus. The Deputy Secretary of State is the Administrative head of the Division and the supervisors of the various bureaus report directly to the Deputy. The Administrative Clerk, who heads the Bureau of Administration, is responsible for general financial, personnel, and administrative services for the whole Division. Each Bureau supervisor is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel.

**PROGRAM:** The Division is currently undertaking an intensive effort to modernize its information storage and retrieval capability through the use of computer systems and modern management techniques. The following is a review of each Bureau and its major functions.

*Bureau of Administration:* This Bureau is basically responsible for financial and personnel matters. It accounts for the fees paid for filing documents with other bureaus.

*Administrative Procedures Office:* This bureau-level office is the depository for all state agency administrative rules. It has the responsibility to assure that such rules are adopted in compliance with requirements for public notice and hearing.

*Commissions and Pardons Bureau:* All commissions (such as notaries, board or committee memberships, etc.) are recorded officially. A computerized listing system produces currently updated reports by name, office, date of term expiration, organizational unit number, and other criteria. In addition, documents relating to pardons are filed here.

*Bureau of Corporations:* This Bureau is basically a repository for all records required by statute relating to domestic and foreign corporations—both profit and non-profit. The new Non-Profit Corporation Act, which requires biennial reporting, has significantly increased its workload. The Bureau is divided into a Recording Section, which reviews all documents for completeness prior to filing, and a Reports Section, which receives all periodic reports and provides information to the public concerning the status of all corporations.

*Bureau of Elections:* This Bureau supervises the administration of all State elections and the application of the provisions of the State's Election Laws. With the comparatively recent trend to liberalize voter participation in elections and to examine more closely the election campaign practices and expenditures, it is the prime objective of the Bureau to formulate the best possible procedures to insure honest, efficient and fair elections in which there will be maximum citizen participation.

Significant activities of the Election Bureau during the past fiscal year included the scheduling of an Election School Seminar Program to assist, advise and instruct local election officials, registrars, and Boards of Registration of each community in their statutory duties and responsibilities; continuance of a close working relationship with the Joint Legislative Committee on Election Laws.

*Bureau of Public Disclosure:* Recent trends toward public disclosure have produced several reporting functions which are consolidated in this Bureau. The Lobbyist Disclosure Law requires monthly reports of income and expenses. Political campaign reporting is under the direction of the Commission on Governmental Ethics and Election Practices. The Commission shares a staff member with the Bureau, thus allowing all disclosure reports to be processed through this agency.

*UCC Bureau:* The Uniform Commercial Code generates hundreds of filings and other transactions per day. Filings preserve security interests in personal property taken as collateral for loans.

**LICENSES, PERMITS, ETC.:**

Regulations:
    Regulation of Trading Stamp Companies
Commissions:
    Notary Public
Filings:
    Administrative Rules and Regulations
    Domestic Profit & Nonprofit Corporations
    Foreign Profit & Nonprofit Corporations
    Miscellaneous Filings by State Agencies
    Trade Marks & Servicemarks
    Uniform Commercial Code
    Uniform Limited Partnership
    Lobbyist Registrations

**PUBLICATIONS:**

Business Corporations, Laws Relating To
Corporations Without Capital Stock, Laws Relating To
Election, Laws Pertaining To
Election Officials Guidebook
Running for Office in Maine
Trade Mark & Servicemark Laws
Uniform Commercial Code at $1.50 per copy
Registered Lobbyists

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| DIVISION OF PUBLIC ADMINISTRATION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 379,890 | 372,065 | 7,825 | | | |
| Health Benefits | 16,745 | 16,745 | | | | |
| Retirement | 62,438 | 61,317 | 1,121 | | | |
| Other Fringe Benefits | 2,647 | 2,552 | 95 | | | |
| Computer Services—State | 3,994 | 3,994 | | | | |
| Other Contractual Service | 67,952 | 67,766 | 186 | | | |
| Rents | 5,456 | 5,426 | 30 | | | |
| Commodities | 87,415 | 87,415 | | | | |
| Equipment | 1,213 | 1,213 | | | | |
| Transfers to Other Funds | 494 | | 494 | | | |
| **TOTAL EXPENDITURES** | 628,244 | 618,493 | 9,751 | | | |

# PUBLIC SERVICES DIVISION

## CAROLYN MANSON, DEPUTY SECRETARY OF STATE
## JENNIE BREED, BRANCH CHIEF

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-3656
*Mail Address:* Statehouse Sta. #29, Augusta, Maine 04333
*Established:* 1970 *Sunset Review Required by:* June 30, 1981
*Reference: Policy Area:* 00; *Umbrella:* 29; *Unit:* 250S; *Citation:* 5 M.R.S.A., Sect. 81
*Average Count—All Positions:* 84 *Permanent Legislative Count:* 16

**PURPOSE:** The purpose of the Public Services Division is to administer those Motor Vehicle Laws of this state pertaining to the registration of all types and classes of motor vehicle operator license renewals; to issue fuel use identification decals, and, to establish reciprocity agreements relating to these subjects with other jurisdictions.

**ORGANIZATION:** Public Services was established as one of four Bureaus of the Motor Vehicle Division in 1970 and reorganized in 1978 into a Division. The Bureau of Public Services is presently organized to include: License Services for issuance of operators licenses including the photo-license program that went into effect July 1982; municipal registration—authorized in 1976 which now includes 375 municipalities; registration of all classes and types of vehicles; development and monitoring of reciprocity agreements with other states and jurisdictions; administration of 10 Branch Offices throughout the State; issuance of Fuel Use Identification Decals for implementation of fuel use tax requirements; and commencing in 1983, "Mirror Reciprocity" program for third structure taxes levied by other jurisdictions for commercial vehicles.

The Title and Anti-Theft Branch was moved to the Division of Examination and Enforcement in June 1982.

**PROGRAM:** Fiscal Year 1983 was highlighted by the continued expansion of the municipal registration program. The authority of municipal agents was expanded so that they may now process trailer reregistrations on special mobile equipment, special equipment and hearses. During the year agents from thirty communities underwent special training provided by the Division of Public Services and are now qualified to issue new registrations. The total now so authorized is 137 with the total number of communities authorized to issue both new registrations and reregistrations leveling at 375.

One long range plan developed in fiscal year 1983, which was implemented July 1, 1983, provides for the issuance of driver licenses that will contain a personal photograph of the licensee. A pictured license is now issued when a person obtains their first Maine license and at time of each renewal thereafter. The picture requirement is optional for persons age 65 or older. The pictured license provides a positive means of identification and will be helpful to law enforcement officials, credit institutions and merchants.

Emergency legislation enacted April 1983 authorized the Secretary of State to implement a "mirror reciprocity" program with other jurisdictions for commercial vehicles for third structure highway taxes. Implementation began July 1983 with the State of Pennsylvania.

**LICENSES, PERMITS, ETC.:**

Motor Vehicle Operator Licenses
Vehicle Registrations
Transit permits for one trip only
Short-term registered weight increases
Highway crossing permits (golf carts, etc.)
Fuel Use Identification Decals

**PUBLICATIONS:**

Motor Vehicle Laws (no fee)
Brochure covering Registration & License Requirements (no fee)

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

# DIVISION OF RECORDS MANAGEMENT SERVICES

### THEODORE T. GINGROW, RECORDS MANAGEMENT OFFICER

*Central Office:* Cultural Bldg., Augusta *Telephone:* 289-2451
*Mail Address:* Statehouse Sta. #84, Augusta, Maine 04333
*Established:* 1971 *Sunset Review Required by:* June 30, 1981
*Reference: Policy Area:* 00; *Umbrella:* 29; *Unit:* 255R; *Citation:* 5 M.R.S.A., Sect. 94

**PURPOSE:** The Division of Records Management Services is established under the authority of the State Archivist to assist other State agencies in the effective management of their current and semi-current records by means of retention-disposition schedules and by technical assistance to improve procedures for creating, maintaining, storing and servicing records.

**ORGANIZATION:** The Division became operational when construction of the Maine State Archives facility was completed in 1971.

**PROGRAM:** Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State government, including a review of prior-approved schedules. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that will apply to large classes of facilitative records common to all agencies in State government.

Divisional staff have continued a program to review and conduct feasibility studies for other agencies related to the procurement of records storage and retrieval equipment and for microform applications. The staff has also provided extensive technical assistance to other State agencies through specialized records management studies and projects.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

# DEPARTMENT OF TRANSPORTATION

**GEORGE N. CAMPBELL, JR., COMMISSIONER**

*Central Office:* Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333
*Established:* 1972 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 229; *Citation:* 23 M.R.S.A., Sect. 4205
*Average Count—All Positions:* 2,400 *Legislative Count:* 7

*Organizational Units:*
- Bureau of Finance and Administration
- Bureau of Transportation Services
- Bureau of Planning
- Bureau of Project Development
- Bureau of Maintenance & Operations
- Bureau of Construction
- Human Resources and Special Services Group
- Office of Policy Analysis
- Office of Legal Services
- Office of Internal Audit
- Maine State Ferry Advisory Board
- Maine Port Authority
- Maine Aeronautical Advisory Board

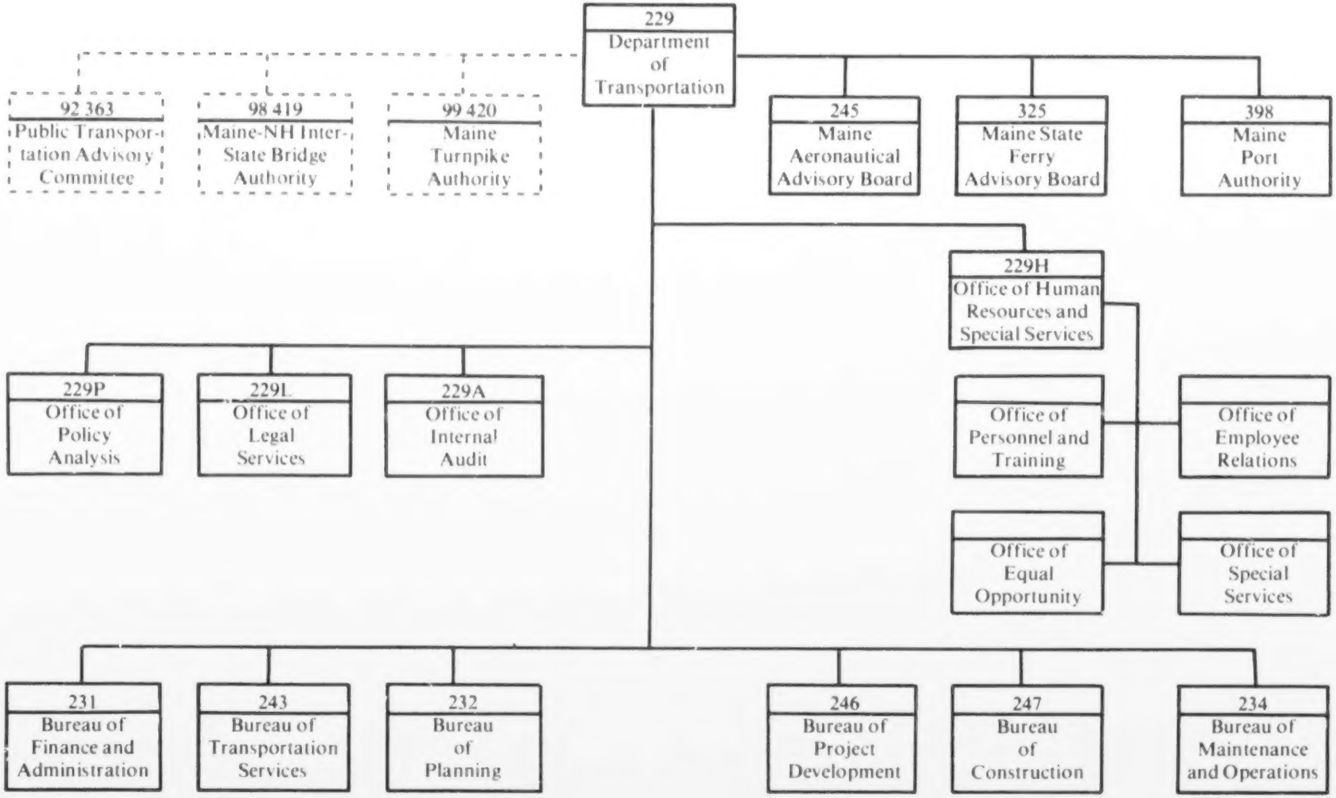
**PURPOSE:** The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national, regional and local programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities as required to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to administer laws relating to aeronautics, advance interest in aeronautics and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

**ORGANIZATION:** The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commissioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor.

With the major expansion of the State's highway system and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics and the Maine Port Authority. The Department established a Maine State Ferry Advisory Board in

# ORGANIZATIONAL CHART
# DEPARTMENT OF TRANSPORTATION
# UMB 17


229
Department of Transportation
92 363
Public Transportation Advisory Committee
98 419
Maine-NH Inter-State Bridge Authority
99 420
Maine Turnpike Authority
245
Maine Aeronautical Advisory Board
325
Maine State Ferry Advisory Board
398
Maine Port Authority
229H
Office of Human Resources and Special Services
Office of Personnel and Training
Office of Employee Relations
Office of Equal Opportunity
Office of Special Services
229P
Office of Policy Analysis
229L
Office of Legal Services
229A
Office of Internal Audit
231
Bureau of Finance and Administration
243
Bureau of Transportation Services
232
Bureau of Planning
246
Bureau of Project Development
247
Bureau of Construction
234
Bureau of Maintenance and Operations

Approved by the Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## DEPARTMENT OF TRANSPORTATION

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 38,119,988 | 136,609 | | 35,955,887 | | 2,027,492 |
| Health Benefits | 1,943,549 | 3,824 | | 1,701,830 | | 237,895 |
| Retirement | 6,640,077 | 22,620 | | 5,809,109 | | 808,348 |
| Other Fringe Benefits | 314,051 | 952 | | 272,482 | | 40,617 |
| Other Contractual Service | 20,134,012 | 122,128 | 67,681 | 4,920,011 | 94,827 | 14,965,827 |
| Rents | 16,699,007 | 4,208 | 586 | 16,373,882 | 378 | 319,953 |
| Commodities | 13,506,835 | 2,808 | 79 | 12,722,227 | 691 | 781,030 |
| Grants—Subsidies—Pensions | 18,232,482 | 473,812 | | 14,507,832 | 3,047,474 | 203,364 |
| Purchases of Land | 3,468,373 | | | 2,220,774 | | 1,247,599 |
| Buildings and Improvement | 31,813 | | | 28,337 | | 3,476 |
| Equipment | 70,683,558 | | 35,000 | 4,632,561 | 49,741,558 | 16,274,439 |
| Interest—Debt Retirement | 12,301,458 | | | 12,185,648 | | 115,810 |
| Transfers to Other Funds | 3,218,487 | 1,638,697 | 797 | 1,344,558 | 2,753 | 231,682 |
| **TOTAL EXPENDITURES** | 205,293,690 | 2,405,658 | 67,681 | 112,675,138 | 52,887,681 | 37,257,532 |

1975 and in June, 1976, the Department moved to a new transportation building on Child Street. This move consolidated all the various bureaus and divisions into one location. In 1979 the Legislature created the Bureau of Public Transportation and in December, 1980, the Bureau of Safety, the Vehicle Safety Commission and the Maine Highway Safety Committee were transferred to the Department of Public Safety. In February, 1981, the Legislature authorized the Commissioner to organize the Department into such bureaus, divisions and other units as he deems necessary to fulfill the duties of the Department, provided at all times there shall be the Bureaus of: Finance and Administration; Transportation Services; Planning; Project Development; and Maintenance and Operations. The Department's organization chart reflects these Bureaus and other units administratively established by the commissioner.

**PROGRAM:** The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

**LICENSES, PERMITS, ETC.:** Listed under the separate units of the Department.

**PUBLICATIONS:** Listed under the separate units of the Department.

**FINANCES, FISCAL YEAR 1983:** The expenditures of the Chief Administrative Unit are, by administrative decision, included with those of the Bureau of Finance and Administration.

# BUREAU OF FINANCE AND ADMINISTRATION

**HENRY L. CRANSHAW, DIRECTOR**
**STANLEY J. SOBUS, Assistant Director**

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-2641
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333
*Established:* 1972 *Sunset Review Required by:* June 30, 1990
*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 231; *Citation:* 23 M.R.S.A., Sect. 4206
*Average Count—All Positions:* 60 *Legislative Count:* 0
*Organizational Units:*
Financial Management Division
Systems & Support Services Division
Financial Analysis Division
Computer Services Division
Contract Audit Section

**PURPOSE:** The Bureau of Finance and Administration is established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting, contract auditing and budgetary functions; operation of a central supply and reproduction unit; purchasing services, and photographic services.

**ORGANIZATION:** The Bureau of Finance and Administration originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department and assigned to the Department's Bureau of Administrative Services. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in February, 1981, to Finance and Administration and has been reorganized to include the Divisions of Financial Management, Systems and Support Services, Computer Services, Financial Analysis, and Contract Audit.

**PROGRAM:** In recognition of a declining revenue environment and the inflationary cost trend, the Bureau, in an effort to improve fiscal management, conducted a detaile dreview and comparison of actual revenues with estimated projections and developed revised expenditure limits for the various programs. This included a comprehensive review of all requirements for travel, purchasing supplies and equipment and filling personnel vacancies.

The cash flow of Federal funds received from the Federal Highway Administration was increased by utilizing a semi-monthly billing system. This provides additional income through increased interest revenue. This will be further improved in 1984 by utilizing a weekly billing system. The computerized Organizational Unit Code System developed to provide improved cost accounting records is being further developed to provide Bureau and Division Heads budget information and expenditures by individual units within their organizations.

During Fiscal Year 1983 a computerized Capital Equipment Inventory System was developed and implemented. This provides the Department with computer listings of all capital equipment assigned to each bureau. In addition, a Project Management Information System (PROMIS) was developed jointly by MDOT and a consultant. The Capital Improvement Programming and Financial Management portions of the system are fully functional and in FY 1984 will be the primary source of data for the financial management of all Federal/State projects within the Department.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

|  | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** |  |  |  |  |  |  |
| Salaries and Wages | 10,559,708 |  |  | 10,559,708 |  |  |
| Health Benefits | 375,561 |  |  | 375,561 |  |  |
| Retirement | 1,756,696 |  |  | 1,756,696 |  |  |
| Other Fringe Benefits | 100,733 |  |  | 100,733 |  |  |
| Other Contractual Service | 2,306,442 |  |  | 2,306,442 |  |  |
| Rents | 708,426 |  |  | 708,426 |  |  |
| Commodities | 791,571 |  |  | 791,571 |  |  |
| Grants—Subsidies—Pensions | 59,099 |  |  | 59,099 |  |  |
| Purchases of Land | 2,163,831 |  |  | 1,163,831 |  |  |
| Equipment | 47,734,582 |  |  | —213,723 | 47,948,305 |  |
| Interest—Debt Retirement | 12,185,648 |  |  | 12,185,648 |  |  |
| Transfers to Other Funds | 92,866 |  |  | 92,866 |  |  |
| **TOTAL EXPENDITURES** | 78,835,163 |  |  | 30,886,858 | 47,948,305 |  |

# MAINE AERONAUTICAL ADVISORY BOARD

**ROBERT B. DAVIS, CHAIRMAN**
**RICHARD P. DiPIETRO, Director, Aeronautics Division**

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-3185
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333

*Established:* March 27, 1978 *Sunset Review Required by:* June 30, 1991

*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 245; *Citation:* 6 M.R.S.A., Sect. 302

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

**ORGANIZATION:** The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Airport Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations are appointed by their respective board of directions and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Aeronautics Division is an ex officio member of the board and serves as its secretary.

The board annually elects a chairman from among its members, and the chairman serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board, and there are at least 3 meetings held a year. Members serve without compensation or expenses.

**PROGRAM:** The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and with improving the State's role in State-wide aviation matters.

The Board looks forward to the next fiscal year with enthusiasm for an even greater involvement in the matters which effect aviation in the state.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# BUREAU OF CONSTRUCTION

### RALPH A. STEVENS, DIRECTOR, DEPUTY CHIEF ENGINEER

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-2171
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333
*Established:* 1970 *Sunset Review Required by:* June 30, 1981
*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 247; *Citation:* 23 M.R.S.A., Sect. 4206
*Average Count—All Positions:* 160 *Legislative Count:* 0
*Organizational Units:*
Highway Division
Bridge Division

**PURPOSE:** The Bureau of Construction is responsible for the highway and bridge construction engineering and inspection associated with the construction contracts awarded by the Department.

**ORGANIZATION:** In 1970, a Construction Division was established by combining the construction elements of the former Federal Aid and State Highway, Interstate, and Bridge Divisions into a new functional unit. As recommended by the Ernst & Whitney Management Study, the Construction Division was elevated to Bureau status by administrative action in June 1981. The internal organization of the Bureau includes the Divisions of Highways and Bridges.

**PROGRAM:** During Fiscal Year 1983, the Bureau of Construction through its administratively created divisions, assumed contract administration, construction engineering and construction inspection responsibility for seventy-four contracts amounting to an estimated $45,000,000.00 as follows:

| | |
|---|---|
| 24 | Complete highway construction contracts (including bridges) |
| 1 | Highway grading and base contract |
| 16 | Highway paving contracts |

2 Highway intersection improvement contracts
14 Bride construction contracts (including approaches)
1 Bridge deck replacement contract
1 Bridge widening contract
1 Bridge rehabilitation contract
1 Bridge barrier fence contract
1 Bridge painting contract
5 Traffic signal contracts
1 Traffic signal and lighting contract
1 Lighting and signal contract
1 Bureau of Transportation Services contract
2 Truck weighing station buildings contracts
1 Roadside improvement contract
1 Railroad crossing contract

## LICENSES, PERMITS, ETC.:

Permits:

The Bureau conducts tests and issues Field Welder Certifications for Welders who weld on bridges.

## PUBLICATIONS:

American Welding Society Publications—On location use only.
American Concrete Institute Publications—On location use only.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF CONSTRUCTION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 10,559,708 | | | 10,559,708 | | |
| Health Benefits | 375,561 | | | 375,561 | | |
| Retirement | 1,756,696 | | | 1,756,696 | | |
| Other Fringe Benefits | 100,733 | | | 100,733 | | |
| Other Contractual Service | 2,306,442 | | | 2,306,442 | | |
| Rents | 708,426 | | | 708,426 | | |
| Commodities | 791,571 | | | 791,571 | | |
| Grants—Subsidies—Pensions | 59,099 | | | 59,099 | | |
| Purchases of Land | 2,163,831 | | | 1,163,831 | | |
| Equipment | 47,734,582 | | | —213,723 | 47,948,305 | |
| Interest—Debt Retirement | 12,185,648 | | | 12,185,648 | | |
| Transfers to Other Funds | 92,866 | | | 92,866 | | |
| **TOTAL EXPENDITURES** | 78,835,163 | | | 30,886,858 | 47,948,305 | |

# MAINE STATE FERRY ADVISORY BOARD

**GEORGE MARQUIS, CHAIRMAN, TOWN MANAGER, ISLESBORO**
**ROBERT E. ELDER, DIRECTOR, DIV. PORTS & MARINE TRANSPORTATION**

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-2841
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333

*Established:* 1975

*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 325; *Citation:* 23 M.R.S.A., Sect. 4301

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

**ORGANIZATION:** The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

**PROGRAM:** Members of the Maine Ferry Service Advisory Board during FY 82 were: Olga Carleton, Chairman—Vinalhaven; David G. Benson—Southwest Harbor; James D. Gillispie—Swan's Island; David L. Lunt—Frenchboro; Patricia Curtis—North Haven; Capt. Gilbert Hall—Camden; Horatio Knight—Rockland; and Gregg Marquis—Islesboro.

The major topics of discussion during the year were the recommendations of the Sunset Review Committee. The Board in cooperation with the Department, made recommendations to the Sunset Review Committee as to how the costs of operating the Ferry Service should be shared between the users and the State.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Bureau of Finance and Administration.

# OFFICE OF HUMAN RESOURCES AND SPECIAL SERVICES

**NANCY J. KENNISTON, DEPUTY COMMISSIONER**

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-2551
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333

*Established:* 1981 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 229H; *Citation:* 23 M.R.S.A., Sect. 4206

*Average Count—All Positions:* 19 *Legislative Count:* 0

*Organizational Units:*
Office of Personnel and Training
Office of Equal Opportunity
Office of Employee Relations
Office of Special Services

**PURPOSE:** To support and advise the Commissioner of Transportation in matters of legislative liaison, public relations, internal communications, and the internal and external human resources, programs and policies in the areas of affirmative action, equal opportunity, labor relations, and personnel and training.

**ORGANIZATION:** The unit was administratively established in 1981 to include the functions and activities of the offices indicated under Organizational Units.

**PROGRAM:** During the year this Office served as the Legislative liaison for the Department to provide direct contact with Legislative officials and to evaluate and coordinate all information and requests submitted for legislation to ensure that the legislation is consistent with the operational requirements of the Department. In addition, the Office participated and assisted in the development of Department policy on a wide variety of high-level issues. Effort was also devoted to the monitoring and reviewing of affirmative action grievances and complaints on behalf of the Commissioner. The programs and activities of the other offices in this Unit are as follows:

**Personnel and Training.** This office provides the traditional administrative functions of record keeping and processing of personnel transactions; and also provides for Department-wide training programs and the extensive safety programs necessary for a labor/intensive work force. The primary goal is to provide employees who are properly classified, paid, motivated and trained to perform the various missions of the Department in a safe and efficient manner. This requires planning for present and future needs, ensuring proper selection and placement, and development of a variety of supervisory, career development and orientation training programs, personnel safety training programs and policies.

In addition to the standard, primarily competitive personnel systems used in most state agencies, the Department's highway crew personnel system has several unique features due to season functions, geographic dispersal and need for alternate equipment operators upon short notice.

1982 saw the implementation of Division Safety Officer program. This included assignment of existing operating personnel in the seven maintenance and operations divisions who went through an indepth Train-the-Trainer program for dissemination and enforcement of safety policies.

In 1983 we are conducting an extensive employee development needs assessment study under the guidance of the Bureau of Public Administration.

**Employee Relations.** This office represented the Department at all levels of the appeals process utilizing four contracts statewide, investigated and recommended course of action in grievance resolution at all lower levels of the grievance procedures, and represented the Commissioner at Department head level of procedures and also at level of Governor's Office Employee Relations (G.O.E.R.), worked in conjunction with the legal staff in preparing and presenting grievance at arbitration level. The staff performs systematic visitations to all division offices, crew headquarters, and other department facilities, as well as many job sites, to provide employees and management a ready professional resource for addressing labor/management issues. In addition, instructed supervisors at all levels in interpretation and application of the provisions of the four different contracts involved between the State and the Employee Organization; investigated, recommended, and participated in disciplinary hearings; made recommendations in the area of Labor Relations relative to proposed policy changes or new policies; and participated at the bargaining table for each set of contract negotiations.

**Equal Opportunity.** This office is responsible for developing and implementing MDOT programs for internal equal employment opportunity, affirmative action, Title VI, Section 504, Minority Business Enterprise, EEO Contract Compliance, On-the-Job Training, Small Business Procurement Policy, and to further improve the internal and external coordination of equal opportunity activities. The internal Equal Employment Opportunity Program placed increased emphasis on training of supervisory employees in affirmative action/EEO management.

**Special Services.** This office provides a wide variety of services, including mapping services and graphic arts for the MDOT. Supplies a large selection of maps to MDOT, other government agencies, business and general public. Maintains media relations. Furnishes public information nationwide regarding policies and activities of MDOT. Publishes newsletter for employees. Manages special events.

**PUBLICATIONS:**

County Maps (Large scale $1.00, small scale $.15
Urban Maps ($.75)
Traffic Flow Maps
Minor Civil Division Maps

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included in the financial display for the Bureau of Finance and Administration.

# OFFICE OF INTERNAL AUDIT

## ROBERT B. BOOTH, DIRECTOR

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-2902
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333

*Established:* 1981 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 229A; *Citation:* 23 M.R.S.A., Sect. 4206

*Average Count—All Positions:* 7 *Legislative Count:* 0

**PURPOSE:** To provide advice to the Commissioner of Transportation on audit matters; perform organization-wide internal audits of the Department of Transportation and external audits of contracts and grants negotiated with recipient organizations; and develop and implement the necessary plans and programs to accomplish internal and external audits of financial operations and internal controls, including compliance with certain provisions of Federal laws and regulations.

**ORGANIZATION:** The Office of Internal Audit was established in June, 1981 in response to one of the Ernst & Whinney Management Study recommendations.

**PROGRAM:** During this year, reviews were initiated in the six remaining of the ten designated internal audit control areas; three were completed and three are scheduled for completion early in Fiscal Year 1984, which will complete the federally approved first organization-wide financial and compliance audit cycle for the three year period ending June 30, 1983.

Planning was initiated to prepare an internal audit plan for Federal approval for the next audit cycle, which will provide coverage of the two year period from July 1, 1983 to June 30, 1985. Changes are being incorporated into the plan to recognize revised compliance requirements issued by the Office of Management and Budget.

External audits were completed for approximately seventy negotiated contracts and grants with consultants, utilities, railroads, political subdivisions, and others. For recipient organizations having multiple and recurring negotiated contract activity with the Department, one audit was completed and one was in progress.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

# OFFICE OF LEGAL SERVICES

## WILLIAM C. NUGENT, CHIEF COUNSEL

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-2681
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333

*Established:* 1972 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 229L; *Citation:* 23 M.R.S.A., Sect. 4206

*Average Count—All Positions:* 19 *Legislative Count:* 0

**PURPOSE:** The primary purpose of the Office of Legal Services is to provide the necessary legal counsel for the Department of Transportation. Accordingly, the Office regularly provides legal opinions, prepares title reports, and represents the Department before state and federal courts, commissions, and boards.

**ORGANIZATION:** The Office of Legal Services originated in 1962 as the Legal Division of the former State Highway Commission which was transferred to the new Department of

Transportation in the State Government reorganization of 1972. In December, 1980, the responsibility for investigating and processing accident and damage claims received by the Department and the review of processing of Workmen's Compensation claims was transferred from the Bureau of Safety to this office. In June, 1981, the name of the Division was changed to the Office of Legal Services by administrative action.

**PROGRAM:** During this fiscal year the Office represented the Department in twenty-seven tort claim cases of which fourteen were commenced within the past twelve months. Fifteen other suits in the Superior Court were handled by the Office. Before the Supreme Judicial Court of Maine three appeals have been handled by Department of Transportation attorneys and one admiralty case in U.S. District Court was filed by this Office last year. Four eminent domain appeals were filed this past year in the Superior Court and join seventeen cases already pending. The office processed 215 State Claims Board referrals; 52 were presented for hearing and 101 were settled. The Office also completed and updated for the Department 2,010 title abstracts, which represents 1,581 pre- and 429 post-condemnation titles. Four titles were prepared for the Attorney General's Office. $51,117 of outstanding accounts receivable are currently being handled by the Office and approximately $55,000 has been recovered during this fiscal year. The Office has also represented the Department in numerous disputed workers' compensation claims, and has assisted with the regulation of common carriers. The Office has rendered advice and counseling services, drafted numerous contracts, leases and legislative documents, wrote opinions and performed research in connection with the activities of the Department. The Office has begun processing all vehicle accident claims involving State vehicles, and claims by the Department of Transportation against individuals for damage to its guardrails, bridges and signs.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

# BUREAU OF MAINTENANCE AND OPERATIONS

## ALDEN G. SMALL, DIRECTOR, DEPUTY CHIEF ENGINEER

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-2661
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333

*Established:* 1980 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 234; *Citation:* 23 M.R.S.A., Sect. 4206

*Average Count—All Positions:* 1,600 *Legislative Count:* 0

*Organizational Units:*

Highway Maintenance Division
Bridge Maintenance Division
Traffic Engineering Division
State Aid Division
Motor Transport Service
Radio Operations Section
Permit Section

**PURPOSE:** The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 7,765 miles of State and State-aid highways; the winter maintenance of 3,600 miles of State highways; the maintenance of 2,800 bridges on State, State-aid, and town highways; the coordination of the State-aid highway construction program; the maintenance and installation of traffic control devices on State and State-aid highways; the management of an equipment fleet for the Department of Transportation; the Overlimit Permit Statute; management of the Department's communication system; and the maintenance of safety rest areas.

**ORGANIZATION:** The internal organization remains the same and the programs and activities of the several divisions, sections and programs are as follows:

**PROGRAM:**

**Highway Maintenance Division.**

*Winter Maintenance:* This past winter considerable effort was expended upgrading Department maintenance garages. The newest of the garages are now approaching 20-years' service: overhead doors are wearing out, asphalt shingles are becoming brittle and salt sheds are weakening from the daily use they encounter from trucks and loaders. A state-wide crew concentrated on the repair and replacement of overhead doors. Many were retrofitted with chain fall openers to minimize the wear and tear and to improve the safety of the heavy doors. Salt sheds were repaired using salvaged lumber from billboards and having logs sawed from clearing projects.

A significant problem encountered this past winter was claims for windshield damage. During a light winter (low snowfall) rocks from winter sand fly off the pavement more frequently, especially on higher speed highways such as the Interstate. A committee has been formed to study the problem and to date have established several experimental sites monitoring sand screen sizes and production at screening plants. We are hopeful that equipment changes may ease this type of a problem by the next winter season.

*Summer Maintenance:* The Department used 214,500 tons of hot maintenance mulch to resurface 479 miles of road this year. This continues to be a very popular program and the Department is planning to resurface approximately 600 miles in the coming year.

**Bridge Maintenance Division.** The Bridge Maintenance Division continued maintenance of 2800 bridges, the inspection of approximately 2700 bridges over 20 feet in length, and the operation of 8 draw bridges. Preventative maintenance including bridge cleaning, concrete joint sealing, channel maintenance, concrete repairs, and bridge rail repairs continued to be high priority work. Major maintenance work include wearing surface and deck rehabilitation on seventeen structures, painting of twelve structures, rail and curb improvements on twelve structures, and replacing one structural plate pipe.

Special force account work was performed to replace the Trout Brook Bridge substructure, and remove the temporary Bailey Bridge for Baxter State Park Authority. Bridge Maintenance work completed by contract included repairs to the Portland Bridge Fender System, and the painting of seven bridges in Kittery, York, Wells and Ogunquit. The inspection of municipal bridges and railroad grade separation sturctures was continued utilizing engineers and technicians made available by the Bridge Design Division.

**Traffic Engineering Division.** The Traffic Engineering Section continued maintenance and installation of traffic control devices as follows:

Painted pavement parking were applied at 168 locations to provide lane use control, advance warning for stop and yield intersections, and railroad crossings. 87,000 gallons of paint were used to apply centerline and edgeline pavement markings on the Interstate system and approximately 3,500 miles of conventional highways. Correct beginning and ending locations of NO PASSING ZONES have been established on 5,700 miles of State roadways. This year an additional 1,300 miles of State roadways were surveyed for correct location of NO PASSING ZONES and will be field implemented when striped.

Maintenance operations on electrical systems, flashing beacons and street lighting systems were continued, with reductions in street lighting levels where possible. 15,000 signs were manufactured and distributed to various sections and divisions for distribution. Two Federal Force Account Interstate Signing Projects have been established to perform major sign refurbishing on I-95 between Augusta and Fairfield and Medway and Houlton. Plans and specifications were developed for 28 traffic signal projects, 2 major signing projects, 3 major street lighting projects, and 70 traffic control plans (TCP) for construction projects. We are also continuing work on a Statewide Federal Aid Project study on the operation of about 160 signalized intersections throughout the State. It is the objective of this study to improve efficiency, safety, and reliability by improved utilization of existing equipment and conditions.

As a part of Maine's so-called "Billboard" law, Official Business Directional Signing regulations have been implemented in all 16 counties. Pre-approval location review of business directional signs are accomplished by Traffic Engineering Personnel.

Division Traffic Engineers continue to carry out functional operations at the Division level, including reviews of requests from other operating divisions, and bureaus from within the Department and from other State and Federal agencies as well as from municipalities and private citizens.

**Safety Rest Area Program.** The Maintenance and Operations Division maintains approximately 110 Safety Rest Areas and 115 Turnouts. The rest areas are spaced along routes most likely to carry the long-distance traveller in order to provide locations to relieve travel fatigue. They are generally located in pleasant locations to encourage motorists to stop and leave the road for rest and relaxation in order to continue their journey a more alert and safer driver. Litter barrels are provided for motorists to dispose of travel litter. Rudimentary toilet facilities are provided at most locations. For those travellers wishing to picnic, tables and fireplaces are provided and drinking water is provided at 41 locations.

During the past year a new rest area was opened at Houlton, located in the northwest quadrant of the I-95 Houlton interchange. This location serves the multiple routes providing facilities for both NB and SB motorists using I-95 and also those travelling in either direction along Route 1. There are 7 rest areas in the State with modern toilet facilities. Five are located along the Interstate system at Kittery, Augusta NB, Pittsfield NB, Pittsfield SB and Houlton. The other facilities are located on Route 1 in West Bath and Newcastle.

**Permit Section.** For the fiscal year 1983, the Permit Section, including the 7 Division Offices, issued 15,721 Overlimit Permits for moving loads that exceeded the legal limits; 461 Road Opening Permits for repair work or for new utility installations; 33 Exempt Certificates for Fuel Oil Delivery Vehicles; 13 Bulk Milk/Grain Certificates for Posted Roads; 52 Axle & Gross Weight Rating Certificates; and 2 permits to make transit moves for vehicles with studded tires.

**Radio Operations.** The Radio Operations Section continues its efforts to modernize its communications equipment and facilities. Twenty-four mobile radios were purchased this year to replace units dating back to the mid-fifties. In fiscal year 1984, base station equipment located in Divisions 1 & 2 will be replaced in order to comply with new Federal Communications guidelines. Most of the original communications equipment ha snow been replaced.

**Motor Transport Service.** Thirty-five Patrol Trucks and 10 wheelers (double rear axle) were purchased. We also purchased 40 rental cars from Avis and National for our fleet. Preliminary results of utilization of the rental cars are favorable.

**State Aid Division.** Effective July 1, 1981, the Joint Fund State Aid Program was repealed. Accumulated State Aid units raised by towns prior to January 1, 1981 and "new" units as necessary to complete projects under agreement prior to January 1, 1981 will be honored by the State as committed by towns to specific projects prior to November 1, 1981. 19½ million dollars of Joint Fund State Aid was committed prior to the commitment deadline and approximately 9¼ million dollars remain on account as of June, 1981. Project work as controlled under the old State Aid statutes and operating procedures will continue until committed funds are exhausted. There is no time limit on the expenditure of committed State Aid funds.

**Town Road Improvement Program.** Effective July 1, 1983, the T.R.I. program was terminated and after all program needs were satisfied, approximately $32,000 lapsed from the T.R.I. account into the general highway fund.

## LICENSES, PERMITS, ETC.

Permit:
- Road Opening
- Driveway Entrance
- Overlimit (Height, Weight, Width, Length) Vehicles
- Studded Tires

Certificate:
- Fuel Oil Exemption
- Axle and Gross Weight

## PUBLICATIONS:

Commercial Vehicle Limit Pamphlet—no fee

Regulations and Instructions Governing Overweight and Overdimension—no fee

Limiting Structures on State and State Aid Highways (Available from Bureau of Administrative Services—$2.00; if mailed, $3.00)

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF MAINTENANCE AND OPERATIONS | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 22,710,231 | | | 21,691,092 | | 1,019,139 |
| Health Benefits | 1,365,281 | | | 1,170,848 | | 194,433 |
| Retirement | 4,126,348 | | | 3,480,865 | | 645,483 |
| Other Fringe Benefits | 202,905 | | | 170,609 | | 32,296 |
| Other Contractual Service | 14,852,522 | | | 2,135,975 | | 12,716,547 |
| Rents | 15,088,640 | | | 14,775,654 | | 312,986 |
| Commodities | 12,303,668 | | | 11,586,256 | | 717,412 |
| Grants—Subsidies—Pensions | 14,662,006 | | | 14,648,244 | 12,568 | 1,194 |
| Purchases of Land | 55,410 | | | 55,410 | | |
| Buildings and Improvement | 27,726 | | | 27,726 | | |
| Equipment | 4,975,476 | | | 4,754,970 | 220,506 | |
| Transfers to Other Funds | 376,347 | | | 219,555 | | 156,792 |
| **TOTAL EXPENDITURES** | 90,746,560 | | | 74,717,204 | 233,074 | 15,796,282 |

# BUREAU OF PLANNING

## GEDEON G. PICHER, DIRECTOR

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-3131
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333

*Established:* 1972 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 232; *Citation:* 23 M.R.S.A., Sect. 4206

*Average Count—All Positions:* 45 *Legislative Count:* 0

*Organizational Units:*
Systems Planning Division
Safety and Data Systems Division
Program Management Division
Pavement Management Division

**PURPOSE:** The Bureau of Planning was established to ensure provision of adequate, safe and efficient highway transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning as will meet present and future needs for adequate, safe and efficient transportation. Primary emphasis is on highway planning efforts which are coordinated with planning for other modes of transportation. The Bureau appears as spokesman for the State as the Commissioner's representative, before such national, regional, state and local agencies, groups of organizations as is deemed necessary to enhance and promote the transportation interests in Maine.

**ORGANIZATION:** In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. The Bureau has continued to undergo revisions in its organizational structure to align for present and projected future demands of a state transportation network. In December, 1980, and in accordance with a recommendation of the Ernst and Whinney Management Study, a group incorporating accident safety records and other safety programming efforts was formed and assigned to the Bureau. In February, 1981, the title of the Bureau was changed by legislative action to the Bureau of Planning, and includes a Division of Systems Planning, Division of Program Management, and a Division of

Safety and Data Systems. In November 1982, the Division of Pavement Management was added to the Bureau.

**PROGRAM:** The Bureau remains structured and tied to the purpose and mandate of the transportation planning function of the Department and the programs of its divisions are as follows:

**Systems Planning.** This Division is responsible for transportation planning within the State, specifically for continuing transportation planning efforts in the Portland and Lewiston-Auburn urban areas. Special transportation studies are also undertaken in rural and urban areas when necessary.

**Program Management.** This Division developed the MDOT biennial Transportation Investment Program based on in-field reviews of project requests from private individuals, municipal officials, and MDOT personnel. Projects were selected based on a critical project evaluation and priority analysis. This Division also maintains highway statistics including a history of Federal and State highways.

**Safety and Data Systems.** This Division is responsible for the compilation of accident data based on accident reports forwarded by the Maine State Police. Accumulated information is condensed to identify "High Accident Locations" and supply a five year record of accidents at any point on approximately 5,500 miles of Federal-aid and State highways in Maine. This data is entered into the Bureau's computer based Transportation Integrated Network Information System for ready access by Planning as well as other Bureaus within the Department and safety program evaluations are conducted on a continuing basis.

Other responsibilities include the collection and compilation of data from traffic counting, vehicle classification, sufficiency rating, truck weighing and speed monitoring.

**Pavement Management.** This Division provides an organized methodology to assist in evaluating pavement and shoulder conditions of the State and Federal highway systems at the network and project levels. This system establishes the actual condition of the pavement and shoulders and observes and predicts the changes in these conditions with time. On a project basis, the system is used in prioritizing and evaluating candidates for resurfacing, rehabilitation and reconstruction. The Pavement Management division is responsible for determining those data needed, necessary equipment purchases (non-destructive strength testing and roughness measuring devices), assignment of areas to be tested, coordination with other Bureaus and over-all administration of this activity.

**PUBLICATIONS:**

Transportation Investment Program
Rail Safety Improvement Program
Highway Needs Report
Truck Size and Weight Study

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF PLANNING | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,011,775 | | | 1,011,775 | | |
| Health Benefits | 44,148 | | | 44,148 | | |
| Retirement | 157,201 | | | 157,201 | | |
| Other Contractual Service | 564,956 | | | 564,956 | | |
| Rents | 48,528 | | | 48,528 | | |
| Commodities | 11,137 | | | 11,137 | | |
| Grants—Subsidies—Pensions | —259,787 | | | —1,355,371 | 1,095,584 | |
| Equipment | 540 | | | 540 | | |
| Transfers to Other Funds | 26,591 | | | 26,591 | | |
| TOTAL EXPENDITURES | 1,605,089 | | | 509,505 | 1,095,584 | |

# OFFICE OF POLICY ANALYSIS

**WALTER J. VERRILL, DIRECTOR**

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-2902
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333

*Established:* 1980 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 229P; *Citation:* 23 M.R.S.A., Sect. 4206

*Average Count—All Positions:* 6 *Legislative Count:* 0

**PURPOSE:** To provide intensive analysis of selected areas and programs within the Department in order to assist the Commissioner in determining policy direction for the Department.

**ORGANIZATION:** The Office was administratively established in November, 1980 in response to one of the Ernst & Whinney Management Study recommendations. A permanent Director was assigned and appropriate personnel from within other Bureaus and Divisions are assigned on a temporary basis to satisfy the analysis requirements.

**PROGRAM:** Recently completed projects include a Highway Cost Allocation Evaluation, and the evaluation of and recommendations for a Pavement Management System.

**Highway Cost Allocation.** This evaluation, which was ordered by the 110th legislature, was essentially completed in December 1982. The evaluation was overseen by an 11 member Steering Committee jointly appointed by the Governor, the President of the Senate, and the Speaker of the House. The department drafted legislation which embodied all of the recommendations of the evaluation. The legislation was submitted to the first session of the 111th Legislature.

The Highway Cost Allocation Evaluation methodology was prepared in such a manner as to be repeatable, and Highway Cost Allocation will be an ongoing periodic project in the Bureau of Planning. The Bureau of Planning will refine the methodology and update the data base.

**Pavement Management.** The Pavement Management Study was undertaken to evaluate the performance of pavements within the state over time. A separate Pavement Management unit has been formed and is located in the Bureau of Planning.

**Executive Computer Seminar.** A top level computer seminar is being organized by this office to inform top management personnel of the availability of various computer services and techniques, and give insight into probable near term trends. A consultant will be retained to assist the in-house staff with the seminar preparation.

**Commercial Vehicle Limits.** Changes in Federal and State law affecting commercial vehicles were tracked and coordinated. A pamphlet describing Maine commercial vehicle limits was prepared and published. In addition, there is an ongoing responsibility to study various vehicle configurations and vehicle axle and gross loadings to determine their effects on bridges and pavements. A special study of the bridge posting problem, especially as it relates to local bridges, has been undertaken.

**Bridge Management.** A study of the possibility of maximizing bridge life and condition while minimizing use of resources in a manner somewhat analogous to pavement management will be undertaken.

**General.** Withe the exception of the director, three new staff members have been recruited to carry out the new tasks of the office. The previous staff members have returned to their units.

**PUBLICATIONS:**

Maine Highway Cost Allocation Final Report, December 1982
Commercial Vehicle Limits for Highway Use, May 1983
Highway Cost Allocation Working Papers #'s 1-9
Publications are available free upon request.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

# MAINE PORT AUTHORITY

**GEORGE N. CAMPBELL, JR., PRESIDENT**
**DAVID H. STEVENS, Secretary**

*Central Office:* Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333

*Established:* 1951

*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 398; *Citation:* 1929 P&SL, Chap. 114

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire, construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

**ORGANIZATION:** The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At this time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under a new Bureau of Waterways.

The Maine Port Authority consists of a board of 5 directors, who broadly represent the coastal areas of the State. Four directors are appointed by the Governor. The remaining director is the Commissioner of Transportation, who serves as chairman of the board of directors and president. The directors elect a treasurer and such other officers as the board of directors may from time to time deem necessary.

**PROGRAM:** The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Bureau of Transportation Services.

# BUREAU OF PROJECT DEVELOPMENT

## RICHARD A. COLEMAN, DIRECTOR, BUREAU OF PROJECT DEVELOPMENT AND CHIEF ENGINEER

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-2055
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333

*Established:* 1972 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 246; *Citation:* 23 M.R.S.A., Sect. 4206

*Average Count—All Positions:* 345 *Legislative Count:* 0

*Organizational Units:*
Location and Environment
Right of Way
Design
Materials and Research
Project Scheduling

**PURPOSE:** The primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, once funding has been approved, to the point of construction contract award. Certain Divisions within the Bureau; primarily Location and Environment, Materials and Research, and Right-of-Way; also serve the Department and the public in non-project-related activities according to their particular expertise.

**ORGANIZATION:** The project development concept was begun as a part of the Department's reorganization in 1972 when Project Development Unit was formed as part of the Bureau of Highways. In line with changes suggested by the Ernst & Whinney Management Study, the Bureau of Highways was abolished and several new Bureaus established, among them the Bureau of Project Development. The internal organization of the Bureau remains essentially the same and includes the divisions of Location and Environment, Design, Right-of-Way, Materials and Research, and Project Scheduling. Each serves the major goals and responsibilities of the Bureau with some activities directly in support of the other Project Development Divisions. Also, demands are placed upon these Divisions for services by other units of the Department, other State agencies and the public.

**PROGRAM:** The Bureau of Project Development advanced 99 projects to the construction stage during the fiscal year. These projects had a contract value of over $45.0 million. The Department's overall capital improvement program continues to emphasize improvements to the existing transportation network rather than additions to it. Conscious efforts are made throughout the project development process to minimize the impact that construction of a project will have on both the surrounding, natural environment and abutting property owners. The general goal is to provide the transportation system user with the most cost efficient improvement possible. Development of highway and bridge improvement projects to construction during this period was restricted due to constraints placed on the use of otherwise available federal aid funds. Nevertheless, a number of minor projects were awarded to contractors for construction, including Livermore, Route 4; Prospect-Verona, Waldo-Hancock Bridge; Clinton-Fairfield, Hinkley Bridge; Moose River to Sandy Bay, U.S. 201; Brewer, I-395 highway and bridges; and the Stonington Fish Pier. Other programs and activities of the Divisions are as follows:

**Location and Environment.** This Division, since July 1, 1981, has consisted of two sections; the Location Section and the Environmental Services Section. Both sections directly support the Department's Transportation Investment Program and provide various services for the entire Department.

The Location Section has four Engineering/Technical Units. The Survey Group routinely performs all project preliminary, preconstruction and construction survey activities. The Location Study Group conducts location analyses and accomplishes studies regarding alternative locations for highway and bridge projects. It also performs required air and noise analyses. The Photogrammetry Group provides aerial photo coverage and statewide control for the entire Department on an as-needed basis. It also conducts special surveys such as those relating to right-of-way monumentation control, noise and hydrographcis. The Public Hearing Display

Unit provides public hearing displays and graphics as necessary for Investment Program projects. All units provide assistance in special environmental studies on occasion.

The Environmental Services Section has four Scientific/Technical units. The Environmental Planning Unit provides early environmental information reviews for highway and bridge projects, gathers natural and cultural resource data, and maintains liaison with natural and cultural resource agencies and groups. The Environmental Studies Group provides required environmental documentation for Investment Program projects, coordinates with natural and cultural resource agencies and groups, recommends project mitigation and protection measures, and administers consultant environmental impact statement contracts. The Landscape Group makes project loam and seed recommendations, designs and inspects landscaping projects, conducts agronomic research, and has an important shared management role in the Bureau of Maintenance & Operations' weed and brush control program. The Well Claims Group supports both Transportation Investment and Maintenance Programs by investigating claims of damage to private water supplies, by repairing and replacing wells and by providing compensation. All units may conduct or be involved in special environmental studies such as the ongoing maintenance lot project emphasizing salt storage.

Both Sections provide services for other State and Federal agencies on occasion.

**Design.** To alleviate traffic congestion in Bangor and Brewer, an extension of Interstate 395 was designed and the first contract let in Brewer to provide four lanes of highway across the Penobscot River terminating at Route 1A. This work was the culmination of four years of planning, hearings, and environmental impact investigations involving the public, Federal, and State agencies. Design work is continuing on that portion of the highway to be constructed on the Bangor side of the river.

Studies and design work were completed and contracts let to rehabilitate suspension bridges at Prospect and Verona and at Deer Isle and Sedgwick. These two bridges, constructed in 1931 and in 1939, respectively, will have a new wearing surface at Prospect-Verona and repairs to the substructure, structural steel and cables at both bridges. At the Deer Isle-Sedgwick bridge, wind studies were made to determine the cause and to provide remedies for the troublesome aerodynamic oscillations to the bridge.

On Route 201, from Moose River to Sandy Bay, rapid deterioration of the roadway surface due mainly to heavy truck traffic, required plans and a construction contract to rebuild over 13 miles of highway. This effort was a continuation of the cooperation between State, Federal, and local agencies to expedite hearings, permits, and investigations to develop projects in a very short period of time. The construction will include several different processes; full construction, thin pavement overlay, and recycling pavement. This later process involves removal of the existing pavement for the full depth, part of which is screened and placed cold while the remainder is processed in a hot recycling plant and replaced on the road using conventional road pavers. This is the first time this process of hot and cold recycling has been attempted on a two-lane highway carrying traffic.

To continue the policy of providing assistance to the traveling public, tourist information centers are being designed at selected locations in Yarmouth and in Calais. Because of the expertise required, the Department has elected to hire outside architectural firms to plan and design these facilities. This practice has worked well in the past and has produced some outstanding facilities such as that constructed in Kittery which has attained national attention. In addition, several signing kiosks are being designed for locations throughout the state to aid the traveling public in obtaining directional information easily.

At Searsport, a causeway to Sears Island is being designed. This will provide access to that island where deep water cargo docking facilities are being planned.

**Right-of-Way.** This Division supports the Department's capital improvement efforts in several ways. Direct support of the project development process for highway and bridge improvements required the preparation of right-of-way plans for 51 projects involving the appraisal and negotiation of 819 parcels with a total appraised value of $2,018,110. The Division administered the Department's $1.8 million Railroad-Highway Grade Crossing Improvement Program. Other related activities include the preparation of State Claims Board Hearings, Superior Court cases, and municipal/State agreements. There were about 69 signs and 56 sites negotiated this year.

Responsibilities outside the development of capital improvement projects to construction occupied a great deal of the Right-of-Way Division's resources. Division personnel issued 435 permits and 209 licenses for off-premise signs, acquired 366 non-conforming (total value

$645,000), and removed 817 illegal and abandoned signs without compensation and issued 505 Official Business Directional Sign permits. Approximately 1,800 permits accommodating utilities within the highway right-of-way were issued and over 1,900 requests for information regarding highway rights-of-way were processed.

Sixteen (16) railroad hearings were conducted, resulting in draft decrees for the Commissioner's consideration and issuance.

**Materials & Research.** This Division consists of four sections: Soils, Research, Field Quality Control, and Physical Testing.

The Soils Section conducted subsurface investigation for all projects on which the Design Division required subsurface information. Soils reports, materials inventories, drainage studies, and engineering soils maps were prepared to aid the engineers and contractors in the design and construction of the projects.

The Field Quality Control Section is responsible for providing a testing service to others within MDOT. During the past year, a total of 145 projects required the services of this group. There were 74 bituminous and concrete plants inspected and certified to provide materials for the construction of MDOT projects. Pipe was supplied by six different suppliers and each product monitored for quality and workmanship. A total of 22 personnel completed nearly 14,000 tests for acceptance of 20 different products at an approximate cost of $25 per test. In addition, approximately 1,450 independent assurance samples of nearly 40 different products were tested.

The Physical Testing Section is responsible for providing testing services for those products not able to be tested within the field. The laboratory has a staff which includes Chemistry, Bituminous Liquids, Aggregates, Concrete and Bituminous Mix Design facilities. A list of acceptable sources for products used in the transportation field is annually reviewed and updated.

The Research Section is responsible for research concerning materials and methods used in constructing and maintaining highways and bridges. During the past year, investigations were concluded and final reports published as follows: the evaluation of protective paint for steel structures; the evaluation of chemcrete modified asphalt; the evaluation of sulfur extended asphalt; the hydrology research topographic maps versus air photos; the evaluation of recycled pavement; the evaluation of frictional resistance of pavements; an emulsion study in Casco, Maine; bridge deck repairs with polymer patching materials; a roadside deicing chemical accumulation after ten years application; the weigh-in-motion instrumentation of a bridge; non-woven fabrics as a means of reducing reflective cracking; the Argyle-Edinburg hot recycled project; an evaluation of the Harrington Salt Marsh Study; an evaluation of solar energy for highway use; the Penjajawoc Stream Salt Study. Active studies for which interim reports are available include: the CMA report; report on foamed asphalt; study on frictional resistance of pavements; study on recycling history.

As an ongoing study, priorities for testing new products are established relative to current needs and various products are evaluated to determine which provide the best results for the specific purpose. The results of this program provide a basis for recommending what proudcts are considered acceptable for use in terms of performance and cost. Part of the new products program is to provide various "Approved Lists" of products for use in highway-related construction. This is accomplished by testing and/or reviewing test reports to insure that the product(s) meets specific AASHTO and/or ASTM specifications.

**Project Scheduling.** This Division provides support to the Bureau by developing and maintaining project schedules, monitoring the availability of State and Federal funds, and making sure projects proceed completely and efficiently through the project development process. The Division has principle responsibility for maintenance of a Program/Project Management Information System (PROMIS). This system provides a computer-oriented database for project development and funding data. Use of this new system will have a very positive influence on management decision-making as it relates to the dynamics of project development. Additional phases of PROMIS will allow an assessment of manpower impacts as new Capital Improvement Programs are developed, as well as provide automatic capabilities to gauge the affect of changes in any system variable (Program level, budget cost, etc.) on the other variables.

**LICENSES, PERMITS, ETC.:**
Permit:
Outdoor Advertising
Utility Location

**PUBLICATIONS:**

| | |
|---|---|
| 82-8 | Emulsion Study in Casco, Maine |
| 82-9 | Bridge Deck Repairs with Polymer Patching Materials |
| 82-10 | Roadside Deicing Chemical Accumulation After 10 Years Application |
| 82-11 | Weigh-in-Motion Instrumentation of a Bridge |
| 82-14E | Non-Woven Fabrics as a Means of Reducing Reflective Cracking |
| 82-15 | Argyle-Edinburg Hot Recycled Project |
| 82-16 | Harrington Salt Marsh Study |
| 82-17 | Solar Energy for Highway Use—Construction Report |
| 82-18 | Penjajawoc Stream Salt Study |

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF PROJECT DEVELOPMENT | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Other Contractual Service | 50,000 | 50,000 | | | | |
| TOTAL EXPENDITURES | 50,000 | 50,000 | | | | |

# BUREAU OF TRANSPORTATION SERVICES

## WILLIAM F. FERNALD, DEPUTY COMMISSIONER

*Central Office:* Transportation Bldg., Augusta *Telephone:* 289-2841
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333

*Established:* June 25, 1981 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 07; *Umbrella:* 17; *Unit:* 243; *Citation:* M.R.S.A., Sect. 4206

*Average Count—All Positions:* 80 *Legislative Count:* 7

**PURPOSE:** The Bureau provides for the development and maintenance of a permanent and effective public transportation system with particular regard to low income, elderly, and handicapped residents. Reviews, in cooperation with the Departments of Human Services and Mental Health and Corrections, an annual operations plan developed in each of eight regions into which the State has been divided. The objectives include achieving maximum feasible coordination of funds among all state agencies that sponsor transportation, encourage the participation of private transportation operators in the service to the greatest possible extent. State assistance includes: planning and technical assistance to regional operators in the development of annual operations plans, capital assistance for the acquisition of equipment and operating assistance to defray operating deficits for essential service.

The Bureau undertakes and directs planning studies in regard to the State Ferry Service, the development and improvement of cargo handling facilities at Maine ports and the development of the Fish Pier Construction Program. The Bureau is also charged with the responsibility of developing a biennial capital improvements program for both ports and the ferry service and administers the operations and maintenance of the State Ferry Service, and the port and pier facilities within the jurisdiction of the Department.

The Bureau conducts a continuing analysis of the amount and quality of air service being provided in the State. This includes schedules filed with the Civil Aeronautics Board, type of aircraft operated, and the general financial condition of the carriers providing air service. Promotes the advancement of aviation interests, airport development and administers the operation and maintenance of the Augusta State Airport.

The Bureau administers the assistance programs of the Federal Railroad Administration which includes operating assistance for continuation of service on essential lines, and assistance in the rehabilitation of light density lines that might otherwise be abandoned. An approved state rail plan is required to maintain eligibility and annual updates along with a program of projects is required to establish project eligibility and approval. In addition, the Bureau has been assigned the responsibility of administering the rail safety laws of the State including accident investigations, and a continuing review of the condition of the rail lines within the State in addition to those specific areas designated by law.

The Bureau also provides the resource for participation by the State of Maine in regulatory matters affecting transportation which includes the submission of statements (testimony) before federal regulatory agencies, in particular the Interstate Commerce Commission, Civil Aeronautics Board, and the Federal Maritime Commission.

**ORGANIZATION:** A Bureau of Public Transportation was established within the Department of Transportation by Legislative action in June, 1979. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in 1981 to Transportation Services and has been reorganized to include the Divisions of Aeronautics, Rail Transportation, Ports and Marine Transportation, and Public Transportation. The former Bureaus of Aeronautics and Waterways are now divisions of the Bureau. The programs and activities of the several divisions are as follows.

**PROGRAM:**

**Aeronautics Division.** During this fiscal year, programs continued in fulfilling the objectives of both the 1977, 1979, and 1981 Bond Issues for Capital Improvements to Airports. Working closely with the Federal Aviation Administration (FAA) $5,675,840 dollars of Federal funds were received for improvements at Maine's public owned airports. Combined state, local and Federal funds allowed for a total program of $6,280,760 dollars. In addition, the Department of Transportation entered into a contractual agreement with the FAA for the inspection of certain airports in Maine and for the updating of airport Master Records; participated in the essential air service case at Augusta and Waterville, and investigated aircraft accidents; reimbursed 27% of the snow removal costs of 33 publicly owned airports for a total of $152,154; organized an airport seminar and became the second state in the Country to develop and have approved state standards for the construction of general aviation airports. In addition, the Division began collection of aircraft excise taxes on behalf of Maine's communities.

The Augusta State Airport continues to be one of the leading commercial air carrier airports in Maine. Bar Harbor Airlines, (a commuter air carrier) offers scheduled passenger service to and from Boston, Mass. The number of passengers arriving and departing the Augusta State Airport this year declined to 22,299. Extension of the main runway to 5,000 feet was completed this fiscal year.

**Rail Transportation Division.** Federal Railroad Administration rehabilitation projects have been completed on the Boston & Maine Corporation, the Belfast and Moosehead Lake Railroad, and the Maine Central Railroad. Rehabilitation projects continue on the Maine Central Railroad and the Bangor and Aroostook Railroad. The Division also is participating in Guilford Industries' proceedings before the Interstate Commerce Commission to acquire the Boston and Maine Corporation and Delaware and Hudson Railroad.

**Ports and Marine Transportation Division.** Major corrective work was completed on the vessels, terminals, and operations of the Maine State Ferry Service. Resource assistance was provided to the Ferry Service Advisory Committee, and tariffs are maintained and published governing the rates and charges of the State Ferry Service. A new ferry vessel has been designed and is proposed to be funded in 1984. During calendar year 1982, the State Ferry Service transported 93,900 vehicles and 259,500 passengers between the three mainland and four island terminals. In addition, a rehabilitation of the Bass Harbor transfer bridge was completed this year, as well as major engine overhauls on the ferries North Haven and Everett Libby. New safety equipment was also purchased. Preliminary engineering and environmental work was completed for the Cargo Port on Sears Island and other support is ongoing. In Portland, the Division has and is providing engineering inspection on the BIW expansion. The Division is also directing implementation of the State Fish Pier Program. To date, Saco, Kennebunkport, and Vinalhaven are complete; Portland and Eastport have just finished construction; Stonington will be under construction this summer. Attention continues to be directed towards improving the flow of import-export cargo through Maine ports, evaluating current capabilities to handle existing cargo, and developing plans for the design and construction of new and expanded port facilities.

**Public Transportation Division.** During fiscal year 1983, the Division continued to provide for the development and maintenance of a surface transportation system with emphasis placed on the State's low income, elderly and handicapped residents. Administration of the program revolves around Federal and State subsidies to transportation providers located through the State. During fiscal year 1983, the Division contracted with 25 different transportation providers. State funds consisted of $400,000 provided from the General Fund and was used primarily in conjunction with local funds for the necessary match of the Federal subsidy program. The Federal program consisted of four separate grants, totalling approximately $2,800,000 and with the match provided approximately $5,100,000 for projects. This funding was used for planning, capital equipment and operating expenses within the various public transportation projects.

## LICENSES, PERMITS, ETC.:

Permit:
- Dispersal of Chemicals by Aircraft
- Firing or Launching of Rocket or Missile
- Commercial Temporary Landing Area—Land
- Commercial Temporary Landing Area—Seaplane

Certificate:
- Aircraft Registration
- Certificated Air Carrier Airport Registration
- Commuter Air Carrier Airport Registration
- Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
- Noncommercial Registration—Heliport
- Noncommercial Registration—General Aviation II—Airport, Seaplane Base
- Airport Dealer's Registration—Franchise
- Airport Dealer's Registration—Broker

## PUBLICATIONS:

- Ferry Service Sailing Schedules—no fee
- Guidelines for the Development of Annual Operations Plan
- Public Transportation Management Plan

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| BUREAU OF TRANSPORTATION SERVICES | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 1,144,962 | 136,609 | | | | 1,008,353 |
| Health Benefits | 47,286 | 3,824 | | | | 43,462 |
| Retirement | 185,485 | 22,620 | | | | 162,865 |
| Other Fringe Benefits | 9,273 | 952 | | | | 8,321 |
| Other Contractual Service | 2,447,454 | 72,128 | 31,219 | | 94,827 | 2,249,280 |
| Rents | 12,139 | 4,208 | 586 | | 378 | 6,967 |
| Commodities | 67,196 | 2,808 | 79 | | 691 | 63,618 |
| Grants—Subsidies—Pensions | 2,615,304 | 473,812 | | | 1,939,322 | 202,170 |
| Purchases of Land | 1,247,599 | | | | | 1,247,599 |
| Buildings and Improvement | 3,476 | | | | | 3,476 |
| Equipment | 17,882,186 | | 35,000 | | 1,572,747 | 16,274,439 |
| Interest—Debt Retirement | 115,810 | | | | | 115,810 |
| Transfers to Other Funds | 1,717,137 | 1,638,697 | 797 | | 2,753 | 74,890 |
| **TOTAL EXPENDITURES** | 27,495,307 | 2,355,658 | 67,681 | | 3,610,718 | 21,461,250 |

# TRAVEL INFORMATION ADVISORY COUNCIL

**WILLIAM J. GINN, CHAIRMAN**

*Central Office:* c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation, Statehouse, Augusta, Maine *Telephone:* 289-2391
*Mail Address:* Statehouse Sta. #16, Augusta, Maine 04333
*Established:* October 1977 *Sunset Review:* Not Established
*Reference: Policy Area:* 07; *Umbrella:* 92; *Unit:* 379; *Citation:* 23 M.R.S.A., Sect. 1904
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the removal of billboards along highways in the State of Maine, and the implementation of new sign systems and new means to provide tourist and traveler information in order to replace billboards.

**ORGANIZATION:** Travel Information Advisory Council has 9 members appointed by the Governor for two-year terms as follows: One representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing the Keep Maine Scenic Committee, one representing environmental organizations, one representing nonprofit historical and cultural institutions, one representing the general public and one representing sign design and fabrications artisans. All members are appointed by the Governor with the chairman being designated.

**PROGRAM:** The Advisory Council will continue to be involved during 1983 in implementing the proposed program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council will also be involved in advising the Department of Transportation on the removal of billboards as specified in the statutes. Further, the Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

**PUBLICATIONS:** The Department of Transportation in conjunction with the Advisory Council has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

**FINANCES, FISCAL YEAR 1983:** 23 M.R.S.A., Section 1925 provides that expenditures of this unit shall be borne by the Department of Transportation. By administrative decision these expenditures are included with those of the Department of Transportation.

# (OFFICE OF) TREASURER OF STATE

**SAMUEL D. SHAPIRO, STATE TREASURER**
**MAURICE F. STICKNEY, Deputy Treasurer**

*Central Office:* State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2771
*Mail Address:* Statehouse Sta. #39, Augusta, Maine 04333
*Established:* 1820 *Sunset Review Required by:* June 30, 1988
*Reference: Policy Area:* 00; *Umbrella:* 28; *Unit:* 248; *Citation:* 5 M.R.S.A., Sect. 121
*Average Count—All Positions:* 11 *Legislative Count:* 13

**PURPOSE:** A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as approved by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program.

**ORGANIZATION:** The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

**PROGRAM:**

**Cash Management.** In a typical year, nearly 2,700,000 State checks will be distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 180 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for the checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately fifty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

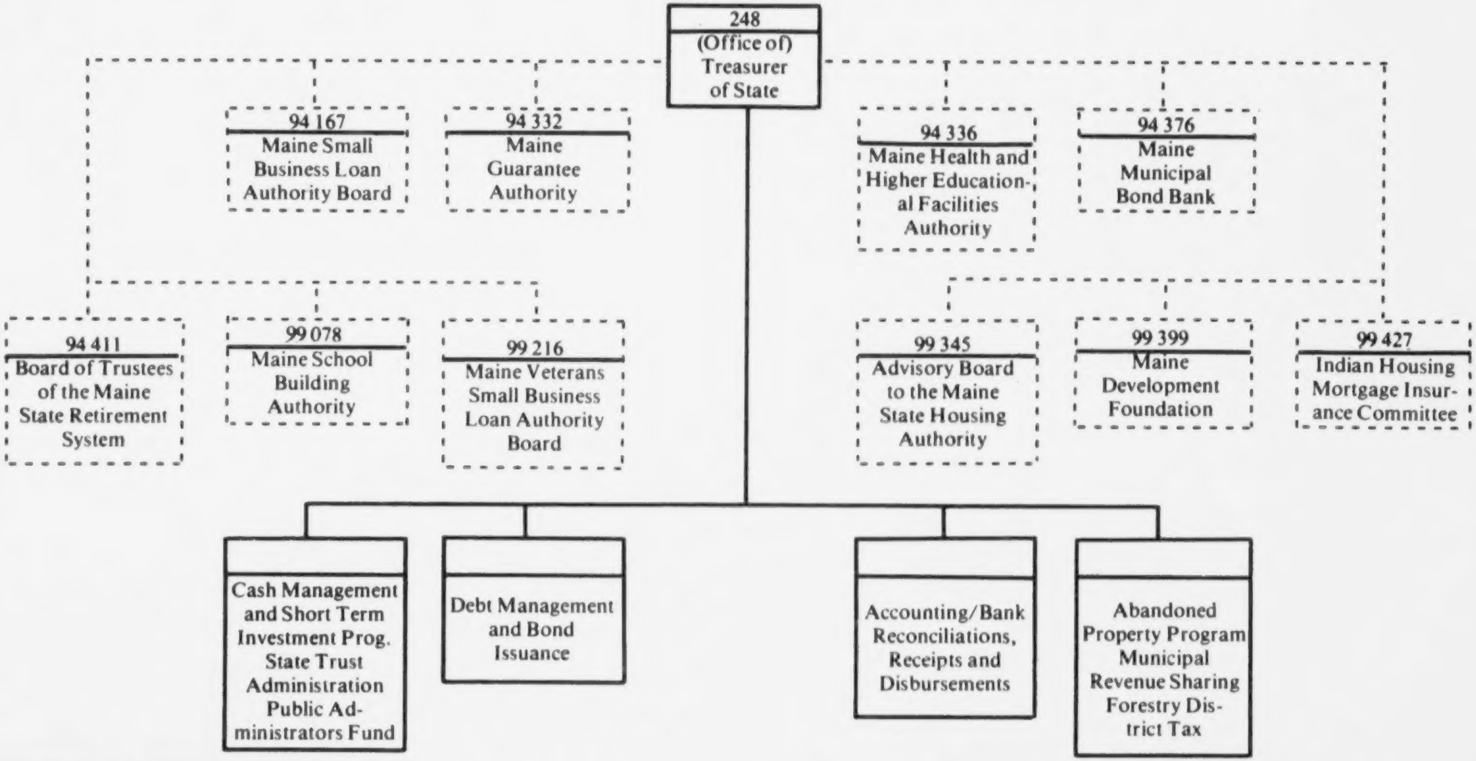
The basic unit of cash income management is the income statement. State agencies file over 31,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State—those checks lacking proper signatures, having insufficient funds, or otherwise defective—are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 3,000 bad checks will be processed.

A further duty is the sorting and mailing of some 110,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

**Investment Management.** Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with Maine banks, prime commercial paper or U.S. Government securities which mature in less than 24 months and prime banker acceptances.

## ORGANIZATIONAL CHART
## (OFFICE OF) TREASURER OF STATE
## UMB 28


248
(Office of) Treasurer of State
94 167
Maine Small Business Loan Authority Board
94 332
Maine Guarantee Authority
94 336
Maine Health and Higher Educational Facilities Authority
94 376
Maine Municipal Bond Bank
94 411
Board of Trustees of the Maine State Retirement System
99 078
Maine School Building Authority
99 216
Maine Veterans Small Business Loan Authority Board
99 345
Advisory Board to the Maine State Housing Authority
99 399
Maine Development Foundation
99 427
Indian Housing Mortgage Insurance Committee
Cash Management and Short Term Investment Prog. State Trust Administration Public Administrators Fund
Debt Management and Bond Issuance
Accounting/Bank Reconciliations, Receipts and Disbursements
Abandoned Property Program Municipal Revenue Sharing Forestry District Tax

Approved by the Bureau of the Budget

## CONSOLIDATED FINANCIAL CHART FOR FY 83
## TREASURY DEPARTMENT

| | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 203,968 | 203,968 | | | | |
| Health Benefits | 9,557 | 9,557 | | | | |
| Retirement | 33,351 | 33,351 | | | | |
| Other Fringe Benefits | 1,229 | 1,229 | | | | |
| Computer Services—State | 1,278 | 278 | 1,000 | | | |
| Other Contractual Service | 164,444 | 163,154 | 1,290 | | | |
| Commodities | 2,035 | 2,035 | | | | |
| Grants—Subsidies—Pensions | 24,396,101 | 2,851,154 | 21,544,947 | | | |
| Equipment | 479 | 479 | | | | |
| Interest—Debt Retirement | 31,610,294 | 31,610,294 | | | | |
| Transfers to Other Funds | 595 | | 595 | | | |
| **TOTAL EXPENDITURES** | 56,423,331 | 34,875,499 | 21,547,832 | | | |

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and maturities of investments. The economic value of investments in Maine dictates the maximum consideration of investments within the State. Each year, as shown on the accompanying financial statement, several million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalities at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff. Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department. Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilities.

**Debt Management.** Short-term and long-term borrowing is a major program. In a typical year, several million dollars of temporary notes and several million dollars of bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly $252,765,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. The cancelled paid items are verified and prepared for cremation. In a year's time, over 120,000 interest coupons and 3,500 bonds plus numerous notes will be processed in this manner. Periodically, the paid debt items are cremated and formal certifications issued for record purposes.

Providing information services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

An important part of the duties of Treasurer derives from membership on various state boards and commissions that effect the size of state debt. A member of all such boards, the Treasurer is able to monitor the size of all debt affecting the State and may comment on and bring influence to bear on the creation of additional debt. The Treasurer is an ex officio member of the Maine Municipal Bond Bank, the Maine Guarantee Authority, the Board of Trustees of the Maine State Retirement System, the Small Business Loan Authority Board, the Maine School Building Authority, the Maine Health Facilities Authority, the Maine State Housing Authority, and the Maine Veterans Small Business Loan Authority Board.

**General Management.** Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the administration of the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 4% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor. Tax assessment warrants to municipal tax assessors are processed by this office, and the annual collection of the Forestry District Tax.

**PUBLICATIONS:**

**Official Statements** prior to sales of State bonds and notes, no charge.

Abandoned Property Listing—Maine Citizens—no charge—on location State Treasury.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

# MAINE TURNPIKE AUTHORITY

**DAVID H. STEVENS, SECRETARY-TREASURER**

*Central Office:* 17 Bishop St., Portland *Telephone:* 207-797-7771
*Mail Address:* 17 Bishop St., Portland, Maine 04103

*Established:* 1941 *Sunset Review Required by:* June 30, 1990

*Reference: Policy Area:* 07; *Umbrella:* 99; *Unit:* 420; *Citation:* 23 MRSA 1963

*Average Count—All Positions:* 210 *Legislative Count:* 0

**PURPOSE:** This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

**ORGANIZATION:** The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic. It is therefore an independent agency not part of State government created by the Legislature.

**PROGRAM:** Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls.

**LICENSES, PERMITS, ETC.:**

The Maine Turnpike Authority issues several permits which authorize oversize loads and overlimit loads. The fee for either of these two types of permits is $10.00.

**PUBLICATIONS:**

Maine Turnpike *Rules & Regulations* Governing the use of Turnpike

**FINANCES, FISCAL YEAR 1983:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

# BOARD OF TRUSTEES UNIVERSITY OF MAINE

**THOMAS F. MONAGHAN, CHAIRMAN**
**PATRICK E. McCARTHY, Chancellor**

*Central Office:* 107 Maine Ave., Bangor *Telephone:* 947-0336
*Mail Address:* University of Maine, 107 Maine Avenue, Bangor, Maine 04401

*Established:* 1865 *Sunset Review Required by:* June 30, 1988

*Reference: Policy Area:* 02; *Umbrella:* 78; *Unit:* 421; *Citation:* 1967 P&SL Chap. 229

*Average Count—All Positions:* 3,840

*Organizational Units:*

- Board of Trustees
- Office of the Chancellor
- System-Wide Services
- University of Maine at Augusta (UMA)
- University of Maine at Farmington (UMF)
- University of Maine at Fort Kent (UMFK)
- University of Maine at Machias (UMM)
- University of Maine at Orono (UMO)
- University of Southern Maine (USM)
- University of Maine at Presque Isle (UMPI)
- Maine Public Broadcasting Network (MPBN)

**PURPOSE:** The University of Maine is the state University of Maine. It provides undergraduate, graduate and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the non-traditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a chancellor as chief administrative and education officer and, on the nomination of the chancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

**ORGANIZATION:** The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL—Orono, Portland, Augusta, Law School. The result was the creation of the consolidated University of Maine system in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single campus in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine.

**PROGRAM:**

**Instruction.** The University of Maine is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic programs include offerings in arts and sciences, agriculture, business, education, life sciences, and engineering.

Fall 1982 enrollment in all University programs totaled 27,768 and 4,162 persons were awarded degrees in 1981/82. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners has led to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilities have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural and industrial needs of regions.

**Public Service.** Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension Service (CES) and the Maine Public Broadcasting Network (MPBN). CES is a product of federal, state and county governments and relates directly to the family, homemaker and youth by providing educational and informational assistance to individuals, families and communities. MPBN is licensed to the University of Maine Board of Trustees to provide a statewide public broadcasting network, both radio and television, for the transmission of broadcasting of a predominantly educational, cultural and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies and the communication of information of importance to the citizens of Maine.

**Research.** Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist local economy. Much research and development has proved extremely productive and useful. The achievements of the Quaternary Institute at UMO, New Enterprise Institute at USM, Health Education Resource Center at UMF, and the two major Centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research activity. Responding to both community and individual requests, the results of University research have unquestionably benefitted Maine's business, agriculture and government.

## UNIVERSITY OF MAINE
## FULL-TIME REGULAR EMPLOYEES
## OCTOBER 1982

| | |
|---|---|
| **BY EMPLOYEE CATEGORY** | |
| Faculty | 1,225 |
| Professional and Administrative | 776 |
| Classified | 1,839 |
| Total | 3,840 |
| **BY SOURCE OF FUNDING** | |
| Educational and General | 2,650 |
| Auxiliary Enterprise | 538 |
| Restricted | 652 |
| Total | 3,840 |

**PUBLICATIONS:**

(1) *The Chancellor's Report,* University of Maine.
(2) Chancellor's Newsletter, University of Maine
(3) Maine, Fifty Years of Change 1940-1990
(4) Public Service & Research Resources 1982-1983

**FINANCES, FISCAL YEAR 1983:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

### UNIVERSITY OF MAINE
### STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS
### FOR THE YEAR ENDED JUNE 30, 1983

| | 1983 | | | |
|---|---|---|---|---|
| | Unrestricted | | | |
| | General | Designated | Restricted | Total |
| **REVENUES:** | | | | |
| Educational and general— | | | | |
| Tuition and fees | $ 32,945,402 | $ — | $ — | $ 32,945,402 |
| Governmental appropriations-state | 56,704,400 | — | 1,215,978 | 57,920,378 |
| Governmental appropriations—federal | 50,000 | — | 4,405,057 | 4,455,057 |
| Governmental grants and contracts-state | — | — | 2,746,836 | 2,746,836 |
| Governmental grants and contracts-federal | — | — | 24,598,622 | 24,598,622 |
| Private gifts, grants and contracts | — | 364,538 | 3,518,701 | 3,883,239 |
| Endowment income | — | 217,102 | 685,264 | 902,366 |
| Recovery of indirect costs | 2,370,710 | — | — | 2,370,710 |
| Sales and services of educational activities | 2,466,131 | 1,518,315 | 4,852 | 3,989,298 |
| Other sources | 5,158,778 | 1,137,431 | 9,126 | 6,305,335 |
| **Total educational and general** | $ 99,695,421 | $3,237,386 | $37,184,436 | $140,117,243 |
| Sales and services of auxiliary enterprises | 28,423,893 | — | — | 28,423,893 |
| **Total revenues** | $128,119,314 | $3,237,386 | $37,184,436 | $168,541,136 |
| **EXPENDITURES AND MANDATORY TRANSFERS:** | | | | |
| Educational and general— | | | | |
| Instruction | $ 42,180,198 | $1,368,570 | $ 2,571,250 | $ 46,120,018 |
| Research | 4,149,945 | 1,091,733 | 9,698,476 | 14,940,154 |
| Public service | 3,133,113 | 1,429,456 | 7,920,567 | 12,483,136 |
| Academic support | 11,287,314 | 225,787 | 1,029,866 | 12,542,967 |
| Student services | 9,074,943 | 61,527 | 137,389 | 9,273,859 |
| Institutional support | 11,600,197 | 352,144 | 19,512 | 11,971,853 |
| Operation and maintenance of plant | 12,962,938 | 4,551 | — | 12,967,489 |
| Student aid | 1,949,226 | 131,301 | 15,807,376 | 17,887,903 |
| Mandatory transfers for loan funds | 120,828 | — | — | 120,828 |
| **Total educational and general expenditures and mandatory transfers** | $ 96,458,702 | $4,665,069 | $37,184,436 | $138,308,207 |
| Auxiliary Enterprises— | | | | |
| Expenditures | $ 26,313,744 | — | | $ 26,313,744 |
| Mandatory transfers for retirement of indebtedness | 1,331,534 | — | | 1,331,534 |
| **Total auxiliary enterprises** | $ 27,645,278 | — | | $ 27,645,278 |
| **OTHER TRANSFERS:** | | | | |
| Current funds-appropriated | $ 1,212,582 | $ — | | $ 1,212,582 |
| Current funds-designated | 2,027,054 | (1,427,683) | | 599,371 |
| Current funds-restricted | 92,285 | — | | 92,285 |
| Plant funds-unexpended | 222,900 | — | | 222,900 |
| Plant funds-retirement of indebtedness | 328,111 | — | | 328,111 |
| **Total transfers** | $ 3,882,932 | $(1,427,683) | | $ 2,455,249 |
| Excess of revenues over expenditures and transfers | $ 132,402 | | | $ 132,402 |

| **BOARD OF TRUSTEES UNIVERSITY OF MAINE** | **TOTAL FOR ALL FUNDS** | **General Fund** | **Special Revenue Funds** | **Highway Fund** | **Federal Funds** | **Misc. Funds** |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Grants—Subsidies—Pensions | 58,920,378 | 58,920,378 | | | | 1,000,000 |
| Interest—Debt Retirement | 958,394 | | | | | 958,394 |
| **TOTAL EXPENDITURES** | 59,878,772 | 57,920,378 | | | | 1,958,394 |

# UNIVERSITY OF MAINE BLUEBERRY ADVISORY COMMITTEE

**THOMAS RUSH, CHAIRMAN**
**EDWARD H. PIPER, Secretary**

*Central Office:* 6 Winslow Hall, UMO, Orono *Telephone:* 581-3207
*Mail Address:* 6 Winslow Hall, UMO, Orono, Maine 04469
*Established:* 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990
*Reference: Policy Area:* 02; *Umbrella:* 78; *Unit:* 426; *Citation:* 36 M.R.S.A., Sect. 4312
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The University of Maine Blueberry Advisory Committee was established to conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries. The responsibility of the Advisory Committee is to advise the Maine Agricultural Experiment Station and the Agricultural Extension Service of the University of Maine in research and extension work relating to the production, processing and marketing of Maine blueberries. Funds to support this purpose are derived from a Blueberry Tax assessed at the rate of 3 mills-per-pound (growers' tax).

**ORGANIZATION:** The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine. The express purpose of the tax and the Advisory Committee was to conduct blueberry research and extension work through the University.

In practice, the University of Maine Blueberry Advisory Committee has appointed as its administrative secretary an officer of the University who also serves as secretary to the Maine Blueberry Commission. This arrangement provides coordination between the two operations of the Blueberry Tax program.

The University of Maine Blueberry Advisory Committee consists of 7 members, and is appointed by the President of the University of Maine. Each member is appointed for a term of 5 years. Vacancies are filled for unexpired terms and no member of the Committee may succeed himself.

**PROGRAM:** Blueberry Hill Farm serves as the base of operations for the field research conducted by the Maine Agricultural Experiment Station unit of the University of Maine.

The production and harvesting of wild lowbush blueberries is undergoing a rapid change due to new development in technology. Significant progress has been made in the control of weed plants in blueberry fields. While this area of research will continue, research emphasis in Maine is in these broad areas:

1. Integrated pest management practices that will reduce the level of pesticide use while maintaining effective control of weeds, insects, and disease.
2. Pruning methods that will reduce the use and cost of fuel oil for burning blueberry fields.
3. Increasing the population of blueberry plants and yield per acre.

At the same time researchers from Maine are working closely with scientists in Canada in development of new production techniques and evaluation of selected lowbush varieties.

Harvesting blueberries is labor intensive and future research may involve further development of methods for more mechanized harvesting.

Blueberry production is increasing both in Canada and in the highbush industry of the U.S. Development and adoption of new technology by Maine producers is necessary for Maine to keep competitive in the market place.

**PUBLICATIONS:**

Blueberry Newsletter, issued monthly by the University of Maine, Cooperative Extension Service, Orono, Maine—Free

Free bulletins available from: Public Information—Central Services, University of Maine, Orono, Maine 04473.

No. EB 568, Regulating Soil Acidity in Blueberry Fields
- S 479, Producing Blueberries in Maine
- S 600, Controlling Lambkill in Low-Bush Blueberries
- S 699, The Integrated Management of Low-Bush Blueberry Fields
- EB 639, Blueberry Integrated Pest Management
- S 780, Pruning Procedures in Blueberry Production
- S 720, Costs in Marketing Fresh Blueberries
- S 723, Operating Costs in Blueberry Production
- ST 70, Physical and Chemical Changes in the Development of Blueberry Fruit

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit amounted to $83,000 in FY 83 and are, by administrative decision, included with those of the Maine Blueberry Commission.

# BUREAU OF PUBLIC ADMINISTRATION

**KATHRYN H. GODWIN, DIRECTOR, BPA**

*Central Office:* University of Maine at Orono, Orono *Telephone:* 581-4136
*Mail Address:* 162 College Ave., Orono, Maine 04469
*Established:* 1965 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 78; *Unit:* 423; *Citation:* 1965 P&SL Chap. 185
*Average Count—All Positions:* 7 *Legislative Count:* 0

**PURPOSE:** The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results.

**ORGANIZATION:** When first established, the Bureau of Public Administration (BPA) was a unit within the Department of Government at the University of Maine at Orono. Since, then, the Bureau has become an integral part of the Division of Research and Public Services, University of Maine at Orono, where it continues to serve the research and training needs of state and local government. The Director and two staff associates (one research and one training) lead the Bureau in meeting its responsibilities, assisted by other professional and support staff as needed.

**PROGRAM:**

**Management Training and Development Services.** The Bureau of Public Administration provides a Management Education Program for administrative, technical and professional personnel in state and local government. Two major types of management education programs are offered:

*The Public Employee Development Program* offers courses of one, two or three days in length and are open to all public employees in locations across the state;

*On-Site Training Programs* are developed and delivered on request and tailored to meet the specific needs of a municipality or state agency.

The Bureau also provides more in-depth long-term consulting assistance through organizational development programs. These include Team Building for Council Manager and Manager Department Head Teams; Interpersonal and Intergroup Conflict Resolution; Role Negotiation; Organizational Analysis; Goal Setting and Implementing Staff Development Plans.

**Applied Research and Consultation Services.** Research activities focus on broad governmental policies and problems, as well as more specific, short-term analyses of issues of concern to state and local jurisdictions. BPA, for example, has monitored the implementation of block grants in State, and has examined the implications of private sector initiatives in the provision of public services, with emphasis on the identification of effective alternative service strategies of practical use to state and local governments. Recent BPA research and consultation activities have also included various program and management evaluations, such as the use of volunteers by local governments to deal with fiscal cutbacks, and the right-to-treatment in the least restrictive setting for Maine's mentally handicapped citizens. In most instances, research efforts result in published materials which are disseminated to both State and national audiences. These typically serve as curriculum resources, guidelines for legislature and/or Congressional action, or continuing reference sources.

**PUBLICATIONS:**

*Model Finance & Accounting Procedures,* 1979. $10.00/Postage $2.00.

*Maine Local Government—A Handbook for Elected Officials.* Laura E. Campbell, ed., April, 1978.

*Cash Management for Small Communities.* John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March, 1978. $3.00.

*Charter Study Series.* James J. Haag, et. al., 1970. $6.00 set of 5.

*Zoning: An Overview,* Ross Plambeck, Zoning Series No. 1, May, 1974, $2.50.

*Zoning: The View of the Courts,* Paul Braciotti, Zoning Series No. 2, May, 1975, $2.50.

*Zoning: Roles and Relationships,* Cynthia Brown, ed., Zoning Series No. 3, May, 1975, $2.50.

*Zoning: The Code Enforcement Officer,* Laura E. Campbell, Zoning Series No. 4, May, 1975, $2.50.

*Zoning: The Board of Appeals,* Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975, $2.50.

*Personnel Administration Manual for Local Govt.,* Jeanne Bailey McGowan, editor. August 1980. $10.00.

Complete publications list available upon request.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine.

# MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD

**ROBERT G. O'MALLEY, MANAGER**

*Central Office:* State Office Bldg., Room 216, Augusta *Telephone:* 289-2094
*Mail Address:* Statehouse Sta. #99, Augusta, Maine 04333

*Established:* 1974 *Sunset Review:* Not Established

*Reference: Policy Area:* 06; *Umbrella:* 99; *Unit:* 216; *Citation:* 37A M.R.S.A., Sect. 41

*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** The Maine Veterans Small Business Loan Authority Board, in recognition of the services and sacrifices of Maine's men and women who have served their State and country through honorable service in the Armed Forces of the United States in time of war or national emergency, was established to enlarge the opportunities for employment of Maine's veterans; stimulate the flow of private investment funds to Maine's veterans; and insure the preservation and betterment of the economy of the State of Maine. The Board is authorized to insure the payment of up to eighty percent of mortgage loans to resident Maine veterans of the Armed Forces of the United States, secured by eligible projects; and upon application of the proposed lender, to insure loan payments required by the first mortgage on any eligible project, upon such terms and conditions as the Authority may prescribe, provided the aggregate amount of principal obligations of all mortgages so insured outstanding at any one time shall not exceed $4 million. The Board is further authorized to enter into agreements with prospective borrowers and lenders for the purpose of planning, designing, constructing, acquiring, altering, and financing eligible projects; the Board acquires, holds and disposes of real and personal property and makes and enters into all contracts, leases, agreements and arrangements necessary or incidental to the performance of its duties; and accepts from a federal agency, loans or grants for the planning or financing of any eligible project, and enters into agreements with such agency respecting any such loans or grants.

**ORGANIZATION:** This Board is comprised of a Board of Directors, a manager, and a secretary.

The Directors meet once a month to review and approve loan requests. The Board consists of 10 members, including the Director of Veterans Services, State Treasurer and 8 members appointed at large by the Governor.

**PROGRAM:** After its ninth year of operation, the Maine Veterans Small Business Loan Authority Board approved loans representing $3,650,000. This was accomplished through 40 banks throughout the State.

The different types of businesses are as varied as the locations involved. Examples of various enterprises served by this Board include: lobstering, office supply companies, construction, barber shop/hair styling, custom picture framing and gallery, refuse and waste collection, television repair, grocery store, artificial limb companies, service stations, broadcasting, Servicemaster and Chem Clean Companies, public accounting, security agencies, landscaping, saw mill, card and gift shops, electricians, ice cream wholesale distributors, printing companies, launderette, convenience type food markets, body shop, service station and taxi business, law practice, lawn and garden center, insulation company, and cedar shavings businesses.

The program suffered one loan loss totaling $19,400 this year. With interest rates at an all time high and the economy in a severe downturn, we are very fortunate to be able to hold losses to this low level. The board is proceeding to help business develop in a cautious and prudent manner while also helping the veterans of the State. There have been several joint loans approved in conjunction with the Maine Small Business Loan Authority.

On September 30, 1983 this program is being merged into the Finance Authority of Maine.

**LICENSES, PERMITS, ETC.:** Loan Authorization and Guarantees.

**PUBLICATIONS:** Fact sheet explaining the program.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 46,786 | | | | | 46,786 |
| Health Benefits | 1,459 | | | | | 1,459 |
| Retirement | 8,414 | | | | | 8,414 |
| Other Fringe Benefits | 250 | | | | | 250 |
| Other Contractual Service | 7,199 | | | | | 7,199 |
| Commodities | 176 | | | | | 176 |
| Transfers to Other Funds | −31,036 | | | | | −31,036 |
| **TOTAL EXPENDITURES** | 33,248 | | | | | 33,248 |

# BOARD OF TRUSTEES OF MAINE VETERANS HOME

**ROBERT L. OHLER, M.D., CHAIRMAN**

*Central Office:* Cony Road, RFD#2, Augusta *Telephone:* 622-2454
*Mail Address:* Cony Road, RFD#2, Augusta, Maine 04330

*Established:* 1977 *Sunset Review:* Not Established

*Reference: Policy Area:* 06; *Umbrella:* 99; *Unit:* 397; *Citation:* 37A M.R.S.A., Sect. 1402

**PURPOSE:** The Board of Trustees of Maine Veterans Home was established to plan, build, put into operation and operate a home for veterans and their spouses in the State of Maine.

**ORGANIZATION:** The Board of Trustees of Maine Veterans Home was established in 1977 and consists of nine members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

**PROGRAM:** On March 14, 1983, the Maine Veterans Home, a 120-bed Medicaid Certified facility, accepted its first patient. Eligibility for admission is limited to veterans who are residents of Maine at the time of their application for admission and the spouse of such veterans who are in need of nursing home care.

**FINANCES, FISCAL YEAR 1983:** The Veterans Administration has allocated $2.9 million to the Maine Veterans Home to match on a 65% to 35% Federal to State sharing the construction cost of the facility. The State's share will be paid from the proceeds of a $2.1 million bond issue which was approved by Maine voters in December 1977. There are no general fund appropriations for the Maine Veterans Home which operates solely on the income received from its patients.

| BOARD OF TRUSTEES OF MAINE VETERANS HOME | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Grants—Subsidies—Pensions | 700,000 | | | | | 700,000 |
| Interest—Debt Retirement | 188,171 | | | | | 188,171 |
| **TOTAL EXPENDITURES** | 888,171 | | | | | 888,171 |

# BOARD OF VISITORS— AUGUSTA MENTAL HEALTH INSTITUTE

*Central Office:* State Office Bldg., Augusta *Telephone:* 289-3161
*Mail Address:* Statehouse Station #40, Augusta, Maine 04333

*Established:* April 8, 1983

*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 451; *Citation:* 34 M.R.S.A., Sect. 41

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the

Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board members shall appear before the Committee on Health and Institutional Services upon request.

**ORGANIZATION:** A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

**PROGRAM:** The Board of Visitors at Augusta Mental Health Center will meet on a regular basis and provide supportive advice to the Center. It will be comprised of voluntary community representatives appointed by the Governor.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Augusta Mental Health Institute.

# BOARD OF VISITORS—BANGOR MENTAL HEALTH INSTITUTE

**CONTACT 289-3161**

*Central Office:* State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
*Mail Address:* Statehouse, Augusta, Maine 04333
*Established:* 1971 *Sunset Termination Scheduled to Start by:* June 30, 1983
*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 422; *Citation:* 34 M.R.S.A., Sect. 41
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Visitors shall have the right to inspect the institution and make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board members shall appear before the Committee on Health and Institutional Services upon request.

**ORGANIZATION:** A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

**PROGRAM:** The Board of Visitors at the Bangor Mental Health Institute meets on a regular basis and provides supportive advice to the institute. It is comprised of voluntary community representatives appointed by the Governor.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Bangor Mental Health Institute.

# BOARD OF VISITORS—MAINE CORRECTIONAL CENTER

**ROBERT L. WOODBURY**

*Central Office:* State Office Bldg., Room 400 Augusta *Telephone:* 289-2711
*Mail Address:* Statehouse Station #111, Augusta, Maine 04333

*Established:* November 22, 1982

*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 449

**PURPOSE:** To visit Maine Correctional Center and provide appropriate comment, advice, and recommendations to Governor, Commissioner, and appropriate Legislative Committees.

**ORGANIZATION:** Chairman and four members appointed by Governor.

**PROGRAM:** During the past year, we visited the facility on several occasions as a committee and also individually. We were particularly concerned with consequences, programmatic and institutionally, associated with severe overcrowding. We addressed our concerns in writing to appropriate parties.

We will continue to provide periodic review. As overcrowding problems ease, we will be interested in program improvements.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Maine Correctional Center.

# BOARD OF VISITORS—GOVERNOR BAXTER SCHOOL FOR THE DEAF

**MR. WILLIAM COTTER**

*Established:* July 1, 1971

*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 405; *Citation:* 34 M.R.S.A., Sect. 41

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** To act as advisory board of overseers for the Gov. Baxter School for the Deaf. The Board's stated role for the 1982-1983 school year was as follows: (See minutes September 14, 1982).

1. Board members will be available to anyone who wishes to discuss the school.
2. Board members will provide feedback and recommendations to the Supt. who is responsible for the management of the school.
3. The Board will conduct "exit interviews" w/staff who resign to obtain their views on the strengths and weaknesses of the school.
4. The Board will submit an annual report to the Governor, Commissioner, and Superintendent.
5. The Board will communicate its availability to parents, staff, students, and the deaf community. The Board will invite representatives of each group to participate in meetings to discuss the schools needs and strengths.

**ORGANIZATION:** Five members were appointed for one year terms by Gov. Brennan in August, 1983. Participation is voluntary. No member receives any pay except reimbursement for travel expenses. The Board reports to the Governor through the Commissioner of the State Department of Educational & Cultural Services. The Board is responsible for writing an annual report to the Governor.

**PROGRAM:** At the beginning of the school year on September 16, 1982, a descriptive/informational letter was sent from the board to parents, students, alumni, faculty, staff and friends of Baxter. The purpose of the letter was to announce the Board's existence as well as establish a series of meetings. On November 9, 1982 the Board met with Houseparents; on January 11, 1983 with faculty; on March 8 with alumni; and on May 10 with parents and students. At each meeting participants were asked by the Board to present their feelings about the needs and/or strengths of the school. (Detailed minutes of each meeting are available as part of the Board's Annual Report). As a result of each meeting, the Board made recommendations to the school. After each public meeting the Board met in executive session to discuss the 13 exit interviews and other confidential matters involving staff or students. Minutes of the executive sessions are available at the school, and in the Commissioner's office in the State Department of Education.

An Annual Report was prepared on July 26, 1983 for the Superintendent, the Commissioner, the Governor and the House and Senate Chairmen of the Joint Standing Committee on Education of the Maine Legislature.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Governor Baxter School for the Deaf.

# BOARD OF VISITORS— PINELAND CENTER

*Central Office:* State Office Bldg., Augusta: *Floor:* 4; *Telephone:* 289-3161
*Mail Address:* Statehouse Station #40, Augusta, Maine 04333

*Established:* April 8, 1983

*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 452; *Citation:* 34 M.R.S.A., Sect. 41

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board members shall appear before the Committee on Health and Institutional Services upon request.

**ORGANIZATION:** A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

**PROGRAM:** The Board of Visitors at Pineland Center will meet on a regular basis and provide supportive advice to the Center. It will be comprised of voluntary community representatives appointed by the Governor.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of Pineland Center.

# BOARD OF VISITORS— STATE PRISON

**DELMONT N. MERRILL**

*Central Office:* State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
*Mail Address:* Statehouse Station #111, Augusta, Maine 04333

*Established:* November 22, 1982

*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 450; *Citation:* 34 M.R.S.A., Sect. 41

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** To visit the Maine State Prison and provide appropriate comment, advice, and recommendations to the Governor, Commissioner, and appropriate legislative committees.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Maine State Prison.

# BOARD OF VISITORS— MAINE YOUTH CENTER

**JOHN ROSSER, CHAIRMAN**

*Central Office:* State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
*Mail Address:* Statehouse Station #111, Augusta, Maine 04333

*Established:* October 1982

*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 448

**PURPOSE:** To monitor program, rights, and administrative issues concerned with the Maine Youth Center; and to report to the Commissioner and appropriate Legislative Committees as well as the Governor's Office.

**ORGANIZATION:** Chairman and committee members appointed by the Governor.

**PROGRAM:**

1. Visitations to Maine Youth Center.
2. Meetings with appropriate members of the staff as well as residents.
3. Written reports including observations and recommendations to the Commissioner and Superintendent.
4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the Department and/or institutions.

The activities listed above refer to the major types of activities during the past year. Interim reports submitted to the Commissioner can provide added detail as to the findings of the Board of Visitors.

The Board of Visitors of the Maine Youth Center has conducted a series of visits, meetings, and individual visits as part of its activities during the past year. In general, these activities have resulted in an observation that the Maine Youth Center is a well managed institution, there are no apparent issues related to the disregard for the rights of residents on the part of staff, there is an active and well structured program for the youth assigned to custody, and the administration and staff have been most open and responsive to the inquiries of the Board.

Other issues such as those concerned with the needs of the program, the need to assign an advocate, improved systems of accessing funds for educational, clinical and medical services, enhanced administration of volunteer services, the future of the Maine Youth Center with regard to the findings of the Jail Monitoring Committee, and adequate employment benefits and training for administration and staff, are among those addressed in the Board's written reports. When placed in comparison to other juvenile correctional facilities throughout the country, it would appear that the Maine Youth Center is among the better institutions.

The Board plans to continue its activities, which will include meetings with former and present residents, interested members of the public, and any other individuals who might have knowledge and interest which might provide positive contributions to the work of the group.

At this time, the Board wishes to express its appreciation to Dick Wyse, Superintendent, members of the staff, and Commissioner Donald L. Allen for the very refreshing, open and honest response to our inquiries.

**FINANCES, FISCAL YEAR 1983:** The expenditures of this unit are, by administrative decision, included with those of the Maine Youth Center.

# MAINE ADVISORY COUNCIL ON VOCATIONAL EDUCATION

**S. CARL HARPELL, CHAIRMAN**
**CHRISTINE SZIGETI-JOHNSON, Executive Director**

*Central Office:* 1 Memorial Circle, Augusta; *Floor:* 4 *Telephone:* 622-4709
*Mail Address:* 1 Memorial Circle, Box 17, Augusta, Maine 04330
*Established:* 1969 *Sunset Review Required by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 92; *Unit:* 091; *Citation:* 1969 Exec. Order 07-69
*Average Count—All Positions:* 2 *Legislative Count:* 0

**PURPOSE:** The Maine Advisory Council on Vocational Education implements all duties required by P.L. 90-576, which includes the following: advising the State Board of Education on the development of the State Plan for Vocational Education and policy matters arising in the administration of the State plan submitted pursuant to Public Law 90-576, including the preparation of long-range and annual program plans; evaluating vocational education programs, services, and activities under the State plan, and publishing and distributing the results thereof. The Council prepares and submits, through the State Board of Education, to the United States Commissioner of Education and to the National Advisory Council an annual evaluation report, accompanied by such additional comments of the State Board as the State Board deems appropriate, which (1) evaluates the effectiveness of vocational education programs, services, and activities carried out in the year under review in meeting the program objectives set forth in the long-range program plan and the annual program plan, and (2) recommends such changes as may be warranted by the evaluation. And the Council must prepare and submit within 60 days after its certification to the U.S. Commissioner of Education, pursuant to paragraph (c) an annual budget covering the proposed expenditures of the State advisory council and its staff for the following fiscal year.

**ORGANIZATION:** The members of the Maine Advisory Council on Vocational Education are appointed by the Governor to represent a legal minimum of 20 categories of groups concerned with vocational education policy. There were 25 members during FY 83. The staff consists of the executive director and the staff assistant. The Maine Advisory Council on Vocational Education serves as a policy advisory group to the State Board of Education.

**PROGRAM:** During FY 83 the Maine Advisory Council on Vocational Education's (MACVE) major activities included: sponsoring a public hearing in Bangor; monitoring the progress of vocational education legislation in Congress and in the Maine Legislature; continuing visits by members and staff to Maine's vocational schools; assisting in the development of state plans for vocational education through the State Plan Advisory Committee; participating in the activities of the State Employment and Training Council (SETC), and the Maine Occupational Information Coordinating Committee (MOICC), through MACVE's representatives on those bodies. MACVE members participated in evaluations of secondary vocational programs. MACVE also brought together representatives from the Vocational Technical Institutes' (VTI's) advisory committees for a joint meeting. MACVE conducted a study on The Vocational Technical Institutes (VTI's).

**PUBLICATIONS:**
1982, 1981 Annual Reports

**FINANCES, FISCAL YEAR 1983:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

# MAINE VOCATIONAL DEVELOPMENT COMMISSION

## HAROLD RAYNOLDS, JR., COMMISSIONER DECS

*Central Office:* Education Bldg., Augusta *Telephone:* 289-2321
*Mail Address:* Statehouse Sta. #23, Augusta, Maine 04333
*Established:* June 27, 1975 *Sunset Termination Scheduled to Start by:* June 30, 1989
*Reference: Policy Area:* 02; *Umbrella:* 94; *Unit:* 048; *Citation:* 26 M.R.S.A., Sect. 1261
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The Commission seeks, accepts and acts on applications for the establishment of training programs in any new or expanding industry presently existing or intending to locate in Maine. Funds received by the Commission are to be used for the development of individual training programs, the lease and purchase of facilities or equipment for training programs and the hiring of instructors for, and the promotion of, training programs.

**ORGANIZATION:** The Maine Vocational Development Commission consists of the Commissioner of Educational and Cultural Services, the Commissioner of Labor and the Director of the State Development Office who serve on this commission without compensation.

**PROGRAM:** The purpose is to provide training assistance to employers in new or expanding industry that results in the creation of new job positions. Operationally, an applying company works out a training proposal with the assistance of a representative from the Burau of Vocational Education. This proposal identifies new positions, creates their salary range, along with a training outline of the commitment of the company to employment. The proposal is then reviewed by the Commission for approval, fortification or disapproval.

**FINANCES, FISCAL YEAR 1983:** This unit is not authorized to receive or expend funds.

# NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

**HENRY E. WARREN is a member of NEIWPCC from Maine**

*Central Office:* 607 Boylston Street, Boston, Mass. 02116 *Telephone:* (617) 437-1524
*Location:* AMHI—Ray Building, Augusta
*Mail Address:* Statehouse Sta. #17, Augusta, Maine 04333

*Established:* 1947 *Sunset Review:* Not Established

*Reference: Policy Area:* 05; *Umbrella:* 98; *Unit:* 428; *Citation:* 38 M.R.S.A., Sect. 532

*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

**ORGANIZATION:** The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

**PROGRAM:** Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

**PUBLICATIONS:**

The NEIWPCC—A Description
Careers in Wastewater Treatment Technology—New England Regional Wastewater Institute
NEIWPCC Annual Report
The Facts of Life... or the Birds & Bees of Water
Why Should I Save Water?
Northeast Damage Report of the Long Range Transport And Deposition of Air Pollutants.
A Cause for Alarm—Acid Precipitation in the Northeast
MTF—The Training Facility That's Going Places.
Regional Information Clearinghouse & Instructional Resource Center.

ALL FREE

**FINANCES, FISCAL YEAR 1983:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. Dues paid through the DEP to the New England Interstate Water Pollution Control Commission were $4,800.

# BOARD OF CERTIFICATION (Water Treatment Plant Operators)

**EARLE TARR, CHAIRMAN**

*Central Office:* 157 Capitol St., Augusta *Telephone:* 289-3826
*Mail Address:* Statehouse Sta. #11, Augusta, Maine 04333
*Established:* 1969 *Sunset Termination Scheduled to Start by:* June 30, 1984
*Reference: Policy Area:* 01; *Umbrella:* 90; *Unit:* 429; *Citation:* 22 M.R.S.A., Sect. 2624
*Average Count—All Positions:* 0 *Legislative Count:* 0

**PURPOSE:** The board determines the competency of individuals responsible for the operation of public water systems within the State. This determination is made by securing information from sources, such as the Association Boards of Certification, other states; the development of examinations in writing, orally, and by demonstration. Certificates of Acceptance are issued for 6 classes of water operator. Renewal certificates are issued for previously certified operators. Records are maintained for annual fees, application for and discontinuance of certificates, requests for examinations, notifications of status, reciprocity with other states, and to hold hearings to determine competency of operator.

**ORGANIZATION:** The Governor appoints 5 persons as follows: two certified operators with one holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; and one person who is an educator whose field of interest is related to water supply. Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. The Department of Human Services representative of the Board serves as secretary and is responsible for maintaining records and providing administrative support.

**PROGRAM:** The Board determines the ability of water utility employees for certifying. Each public water utility in the state by statute must have a certified operator. Two examinations are held each year. Four hundred and seventy-three (473) operators are presently certified.

**LICENSES, PERMITS, ETC.:**
Water Certification

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PL A-BAC system.

| BOARD OF CERTIFICATION (WATER TREATMENT PLANT OPERATORS) | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Computer Services—State | 82 | | 82 | | | |
| Other Contractual Service | 1,834 | | 1,834 | | | |
| Commodities | 583 | | 583 | | | |
| Transfers to Other Funds | 471 | | 471 | | | |
| **TOTAL EXPENDITURES** | 2,970 | | 2,970 | | | |

# MAINE COMMISSION FOR WOMEN

**JULIE MOTHERWELL, CHAIRPERSON**
**JEANNE BAILEY MCGOWAN, EXECUTIVE DIRECTOR**

*Central Office:* Cleveland Building, Hallowell Complex *Telephone:* 289-3417, 8
*Mail Address:* Statehouse Sta. #93, Augusta, Maine 04333
*Established:* 1964 *Sunset Termination Scheduled to Start by:* June 30, 1987
*Reference: Policy Area:* 03; *Umbrella:* 92; *Unit:* 166; *Citation:* 5 M.R.S.A., Sect. 7021
*Average Count—All Positions:* 2 *Legislative Count:* 2

**PURPOSE:** The Commission for Women acts as advocate for Maine women by making recommendations on proposed budgetary, legislative and policy actions to the Governor, Legislature and to officials of State and Federal Government with respect to State and Federal policies, programs and other activities effecting or relating to the women of Maine; researches and educates the general public and private organizations on these same matters; promotes and coordinates activities and programs designed to meet the needs of Maine women; and encourages the appointment of women to governmental elective and appointive positions.

**ORGANIZATION:** The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also, which operates under the Executive Branch of the Federal Government.

The Commission consists of 17 members, consisting of 9 appointed by the Governor, 4 appointed by the President of the Senate, and 4 appointed by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

**PROGRAM:** The Maine Commission for Women has adopted the following operational goals:

1) to create ongoing forums and projects which provide information to and about women in Government;
2) to provide leadership for a wide range of women's organizations in the State by: a) acting as a catalyst in bringing women together, b) communicating on a regular basis with representatives from legislative and executive branches; and
3) to supply information to enhance the awareness of private/public administrators thereby encouraging them to make women's economic status a priority in their policy decisions.
4) To increase and improve the level of participation of women in the public policymaking process.

These goals provide a broad framework in which the executive director and the committee structure of the Commission formulate program priorities.

In addition, the Commission provides information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, for references for further information on specific matters, and for resources for workshops and conferences. Co-sponsoring a variety of community discussions, seminars and conferences with other women's organizations throughout the State, the Commission seeks to serve the interests and concerns of Maine women. The Commission is also a member of the New England Region Commissions on Women and works in conjunction with other New England States on the economic issues facing women.

**PUBLICATIONS:**

*Legal Rights of Maine Women,* published by Maine Commission for Women. Seventeen chapters in easy to read, question and answer form covering the laws most frequently encountered by or most important to women. Currently being rewritten.

*Handbook For and About Working Women in Maine,* published jointly by the Maine Commission for Women and the Women's Training and Employment Program.

*"Inform"*, a quarterly newsletter, communicates events, legislative actions, policy matters and other State and nationwide issues effecting the status of women.

*The Job Search Guide,* a workbook to help women sort out and to match their skills and abilities with potential jobs.

*The Guide to Doing Business with the State,* a pamphlet informing women business owners of the State procurement process.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| MAINE COMMISSION FOR WOMEN | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 29,790 | 29,790 | | | | |
| Health Benefits | 570 | 570 | | | | |
| Retirement | 5,480 | 5,480 | | | | |
| Other Fringe Benefits | 155 | 155 | | | | |
| Other Contractual Service | 15,351 | 9,648 | 5,054 | | 649 | |
| Commodities | 725 | 725 | | | | |
| Equipment | 120 | | | | 120 | |
| Transfers to Other Funds | 717 | | 613 | | 104 | |
| **TOTAL EXPENDITURES** | 52,908 | 46,368 | 5,667 | | 873 | |

# WORKERS' COMPENSATION COMMISSION

**CHARLES D. DEVOE, CHAIRMAN**
**JOHN J. JOLICOEUR, Director of Administrative Services**

*Central Office:* Deering Bldg. Augusta; *Floor:* 1 *Telephone:* 289-3751
*Mail Address:* Statehouse Sta. #27, Augusta, Maine 04333

*Established:* 1916 *Sunset Termination Scheduled to Start by:* June 30, 1987

*Reference: Policy Area:* 01; *Umbrella:* 90; *Unit:* 351; *Citation:* 39 M.R.S.A., Sect. 91

*Average Count—All Positions:* 35 *Legislative Count:* 36

**PURPOSE:** The purpose and objectives of the Workers' Compensation Commission are to safeguard the interests of the injured worker in the State of Maine through efficient administration of the Workers' Compensation Act and Occupational Disease Law. The Commission is responsible for general administration of the State Workers' Compensation Act and Occupational Disease Law, with powers to make rules and regulations consistent with the Act and other laws of the State, and to prescribe forms and make suitable orders as to procedure, adapted to secure a speedy, efficient and inexpensive disposition of all proceedings. In interpreting the Act, the Commission is directed to construe it liberally with a view to carrying out its general purpose and objectives.

**ORGANIZATION:** The former Industrial Accident Commission, established in 1916, originally consisted of three members, including the Commissioners of Insurance and Labor and Industry, ex officio. Effective July 6, 1978, the Legislature changed the Commission's name to Workers' Compensation Commission. The present Commission consists of seven members appointed by the Governor. Said appointments are reviewed by the Joint Standing Committee on Judiciary, and confirmed by the Legislature, for terms of four years, except the chairman, who is appointed for a term of five years. The seven appointed members must be lawyers and members in good standing of the Maine Bar. The Commission appoints a director of administrative services and full or part-time court reporters and such clerical assistance as necessary.

In 1981, the Legislature created the Appellate Division to hear appeals from Commission decisions. Since its creation on September 18, 1981, the Division has held five Appellate terms and has issued opinions on 60 cases.

**PROGRAM:** In F/Y 82, the total number of First Reports of Injury filed was 49,771. In F/Y 83, the total number filed amounted to 46,696. Agreements to pay compensation processed by the Commission in F/Y 82 numbered 14,852. The total processed in F/Y 83 was 14,710. The total number of petitions filed in F/Y 82 was 5,940, and in F/Y 83 a total of 6,813 petitions were filed. The total number of hearings held in F/Y 82 was 10,473. In F/Y 83, a total of 9,376 hearings were held.

The balance of the Second Injury Fund as of June 30, 1983 was $228,848.74.

The following figures should be of interest with respect to Workers' Compensation payment records and contributions to the State's General Fund:

| Year | Net Workers' Compensation Premiums Written | Premium Tax Paid to General Fund | Direct Losses Paid |
|---|---|---|---|
| 1964 | $ 5,617,718 | $ 110,860 | $ 3,228,825 |
| 1974 | 30,231,804 | 592,653 | 14,305,953 |
| 1975 | 40,491,927 | 796,644 | 17,077,067 |
| 1976 | 45,890,018 | 903,040 | 21,773,674 |
| 1977 | 52,032,345 | 1,024,153 | 28,935,078 |
| 1978 | 66,246,000 | 1,294,550 | 38,694,000 |
| 1979 | 85,698,496 | 1,680,839 | 55,442,420 |
| 1980 | 98,930,344 | 1,941,259 | 65,151,004 |
| 1981 | 115,353,852 | 2,271,093 | 85,060,585 |
| 1982 | 124,262,683 | 2,451,954 | 90,698,465 |

**LICENSES, PERMITS, ETC.:**

Permission to self-insure as an individual and permission to self-insure as a group has been transferred to the Bureau of Insurance, Department of Business Regulations, effective July 3, 1980, per Chapter 577, P.L. 1979

**PUBLICATIONS:**

The *Maine Workers' Compensation Practice and Procedure* handbook is available for purchase from Tower Publishing Company in Portland. Interested persons should contact the publisher for the cost of this publication which contains the Workers' Compensation Act, decisions of the Appellate Division, rules and regulations, and forms.

**FINANCES, FISCAL YEAR 1983:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

| WORKERS' COMPENSATION COMMISSION | TOTAL FOR ALL FUNDS | General Fund | Special Revenue Funds | Highway Fund | Federal Funds | Misc. Funds |
|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | |
| Salaries and Wages | 646,373 | 646,373 | | | | |
| Health Benefits | 24,120 | 24,120 | | | | |
| Retirement | 93,199 | 93,199 | | | | |
| Other Fringe Benefits | 3,530 | 3,530 | | | | |
| Other Contractual Service | 121,755 | 121,755 | | | | |
| Rents | 1,440 | 1,440 | | | | |
| Commodities | 17,405 | 17,405 | | | | |
| Grants–Subsidies—Pensions | 811 | 811 | | | | |
| Equipmen | 3,447 | 3,447 | | | | |
| **TOTAL EXPENDITURES** | 912,080 | 912,080 | | | | |

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